**ALL SAINTS SCHOOL**

**JOB DESCRIPTION**

**Job Title: PUPIL FAMILY SUPPORT WORKER** School Business Manager

 Headteacher

**Grade : C1**

**Context of Work:**

Based in the main school, the PFSW will work from a child centred approach and primarily be concerned with developing and maintaining good working relationships with parents/carers, children, teachers and various educational support staff and other agencies.

**Purpose:**

To work with families, parents, carers and the school to enable children to have full access to educational opportunities and overcome their individual barriers to learning.

**Level of Contact with Children and Young People**

The responsibilities of the post require the post-holder to have substantial, unsupervised and daily contact with children and their families and is subject to an enhanced Disclosure and Barring Service check.

**Duties and responsibilities:**

* Work with parents/carers in a safe environment, supporting them with home/school situations and building engagement levels with their children’s learning.
* To liaise and work with the school office manager and the school AAP to support children who experience difficulties attending school punctually and regularly in a bid to raise levels of attendance across each year group.
* To design and/or facilitate a range of programmes or interventions that support parents/carers/children identified by the school as ‘vulnerable’ including those at risk of exclusion.
* To advise and inform parents/carers about relevant support services that could help them.
* Where appropriate, make referrals to other external agencies on behalf of the school, in order to access support for parents/carers/children about whom we have concerns.
* Work with the existing safeguarding leaders in the school, be part of the pupil support team and be a Designated Child Protection Co-ordinator themselves.

**Liaison with other agencies:**

* To ensure effective communication between school staff, parents/carers and external agencies.
* To participate in and take comprehensive notes of CP meetings, CIN cases, PEP meetings, LAC reviews, CAFs and Early Help conferences.
* To provide informal opportunities for all parents/carers to access specialist support and to increase their capacity to independently support their child’s learning and life chances.
* To act in accordance with the school’s child protection procedures and ensure the job holder keeps up to date with relevant training in this area and if necessary disseminates this training to others.

**Monitoring and evaluation**

* To keep accurate records and all documentation pertaining to meetings/contact with children, their families and external agencies.
* To undertake an appraisal process overseen by a member of the school’s senior leadership team.
* To complete the school’s annual safeguarding audit in collaboration with the Head Teacher.

**Additional requirements depending on the needs of the school**

* Where appropriate to provide transition support between primary and secondary schools.
* To plan, prepare and run high quality informal and formal parenting groups, workshops and courses.
* To hold dialogues with school staff on individual pupil circumstances and advise them on how best to meet their vulnerable pupil’s needs.

**Other organisational responsibilities**

* To attend out of hours meetings as and when the role demands it.
* To ensure good practice and equal opportunity principles are complied with and promoted in accordance with the school Equal Opportunities Policy.
* To conform to health and safety legal requirements as laid down by the school.
* To ensure a high level of confidentiality is maintained in all aspects of working with children and their families.

*This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.*