



# All Saints Catholic School

*“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness” (1 Cor. 12:29)*

## JOB DESCRIPTION

<b>ROLE:</b>	<b>FAMILY SUPPORT WORKER</b>
<b>DEPARTMENT:</b>	<b>SUPPORT STAFF</b>
<b>RESPONSIBLE TO:</b>	<b>DEPUTY HEADTEACHER</b>
<b>SCALE</b>	<b>5 (Point 22 – 25)</b>
<b>RESPONSIBLE FOR:</b>	<b>Providing a support service to young people and their families</b>

### PURPOSE OF THE FAMILY SUPPORT WORKER ROLE:

- To support and uphold the Catholic ethos and values of the School.
- To positively contribute to fulfilling the mission of the School.
- To provide additional support in addressing the needs of students who require help to overcome barriers to learning both inside and outside the school, in order to maximise their potential.
- To work to raise expectations and standards within our community.
- To promote a positive image of the School.

### RESPONSIBILITIES :

### TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE SCHOOL THROUGH:

Providing a support service to young people and their families

## **PERSONAL AND PROFESSIONAL CONDUCT:**

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **RESPONSIBILITIES OF FAMILY SUPPORT WORKER:**

### **Family Support**

- Deliver a needs-led professional support service to young people and their families.
- Promote the effective transfer of vulnerable students to and from our school.
- To assist in the early identifications of pupils who require support.
- To promote an open-door policy for referred and non-referred children, including meeting with families.
- To meet and maintain contact with the families of vulnerable pupils who have been identified for mentoring, to gain insight into the family and provide family support when required.
- Ensure the effective use of outside agencies in supporting students.
- Collate qualitative and quantitative data, share information sensitively and maintain records to facilitate monitoring and evaluation.
- Carry out home visits when required

### **Safeguarding**

- Support the schools safeguarding policy by taking on the role of Deputy Designated Safeguarding Lead.
- Undertake Level 3 Safeguarding training and update training each year.
- Assist in the management of the schools safeguarding systems.
- Securely store and maintain all safeguarding records, ensuring confidentiality is kept and information is passed on to those people for whom it is relevant.
- Supervise and monitor safeguarding cases, including acting as a point of contact for the school.
- Act upon reported concerns, allegations and ensure the schools safeguarding policy is followed.
- Complete and manage referrals for child protection and mental health.
- Prepare reports as requested by social services and other agencies
- Attend CIN and CP conferences and TAF and professionals meetings as required and complete the appropriate reports and share information accordingly.
- Effectively manage the use of the Common Assessment Framework.
- Regularly monitor, re-assess, and manage 'risk' to individuals, families, carers, groups and Communities.
- Keep abreast of National and local policies and initiatives aimed at supporting safeguarding.

## **Mentoring**

- Develop the schools mentoring programme through the use of appropriate and creative interventions, tailored to the needs of each student.
- Work with the pastoral team to identify those children who would benefit most from mentoring.
- Mentor individuals and groups identified as not fulfilling their potential.

## **GENERAL RESPONSIBILITIES:**

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

## **STANDARDS:**

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at All Saints Catholic School( Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

## **EDUCATION AND TRAINING:**

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.
- Identify training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.