

Job Description

Directorate: Children's Services

Division: Schools

Post Title Family Support Officer JJ262

Evaluation 545 Points

Grade: N7

Responsible to Head Teacher

Responsible for N/A

Job Purpose To support families and parents where a range of factors are contributing to poor attendance at school and indicating that children and young people are at risk of poor outcomes. To advise the Senior Leadership Team and Governing Body on all safeguarding and family support matters.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To work as part of an integrated team and contribute to the objectives of the School and the Local Authority in respect of ensuring improved outcomes for families and children and young people; including improved attendance.
2. As part of this team, use professional skills and knowledge to develop effective relationships with parents, families, children and young people and other partners.
3. To undertake direct planning, carry a particular caseload and deliver agreed action plans with children and young people and their families in the family home and in other settings as required by the role.
4. Participate in and contribute to the team around the family via:
 - attendance and contribution to CAF meetings, conferences and other meetings, and where appropriate act as Lead Professional for identified individuals;
 - undertake work with families and report on progress and issues to such meetings, and undertake regular reviews of such work;
 - work with other colleagues within the School, Local Authority and from external agencies to plan and deliver appropriate intervention for families;
 - maintain effective core records in respect of individual caseloads.

5. To work with families and children and young people with complex needs and challenging circumstances. Use professional and personal skills to respond positively to the emotional and mental demands of the role.
6. Where appropriate support and contribute to the delivery of specific parenting programmes and activity, in particular where this will impact upon families and young people directly.
7. To develop and implement a range of targeted family support interventions which will contribute to improved outcomes for the family and young person, and contribute to the School and Local Authority achieving their targets and objectives.
8. In conjunction with the Headteacher, to lead on the development of policies and procedures in the areas of family support and safeguarding. To provide advice and guidance to the School's Senior Management Team and Governing Body on all aspects of family support and safeguarding.
9. To monitor financial resources as required in line with financial regulations.
10. To ensure that Safeguarding procedures are implemented appropriately and to contribute to meetings and any subsequent action plans in respect of children and young people and their families.
11. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
12. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

March 2011