

Job Description

Family Support Worker & DDSL

Responsible to: Headteacher

Salary Grade: Scale 7

Full time/Part time: 37 hours per week 39 working weeks (38 weeks term time plus 1-week non-pupil days)

Job Purpose

To support families and children to access and attend school and services. Helping to establish and maintain positive relationships between school staff and parents/carers and encourage consistent attendance. To work with and facilitate successful inclusion in school life. To deputise as a Designated Safeguarding Lead.

Safeguarding Responsibilities

The postholder will form part of the Designated Safeguarding Lead Team within the school, as a Deputy DSL. You will need to:

- Demonstrate a commitment to keeping children and young people safe
- Undertake the necessary training as Designated Safeguarding Lead
- Monitor and manage concerns raised by staff, referring to external agencies as necessary
- Keep clear records of actions taken and ensure cases are followed up
- Speak with children, parents and families as needed, as well as other DSLs
- Attend multi agency meetings where necessary

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Family and Child Support

- To form positive working relationships with parents and families
- To keep parents informed about what is happening in school
- To work with parents and pupils to ensure full inclusion positively
- To signpost families to staff, colleagues and other services and professionals
- To participate in the evaluation and review of the agreed support in conjunction with other staff
- To attend relevant meetings
- To consult with parents regarding pupil support matters and responding to incidents e.g. Challenging behaviour
- To be aware of and working within the school's policies relating to Child Protection and physical contact with pupils

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- To support strategies designed to encourage and develop appropriate behaviour in and out of school, individually / group / whole class

Attendance

- To promote and facilitate pupils' attendance at school
- To work on initiatives which raise awareness of the importance of school attendance
- To work with colleagues in the trust to develop approaches to attendance
- To discuss attendance with parents, establish reasons for non-attendance and offer support
- To facilitate transfer to and from the school
- To carry out home visits where needed

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.