



Job Description

Assistant Family Support Worker

Reporting to: Family Support Worker/SLT
Grade: BCP Council Band E
Points: 7-11

1. Job Purpose & Objectives

- 1.1 To offer early intervention, preventative support, guidance and advice to improve out comes for children, young people and families within a school context, through working in partnership with parents, carers and other agencies.
- 1.2 To provide outreach family support as part of the schools services, including the extended services core offer for parents.
- 1.3 To contribute to Assessment process ensuring the voice of children, parents and carers are heard, working closely with Lead Professionals.
- 1.4 To develop and monitor community use of the Parents' Community Room (PC Room), working with parents and relevant agencies to provide an appropriate timetable of support sessions for parents and carers.

2. Main Duties & Responsibilities

- 2.1 Understand the primary rights and responsibilities of parents to raise their children and support parents by helping them to improve their parenting skills for example by supporting basic parenting classes and providing appropriate information or referrals.
- 2.2 Promote high – quality, at home parenting such as encouraging conversations between parents and their children and encouraging authoritative rather than authoritarian discipline.
- 2.3 Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to address problems which may prevent engagement with school and learning.
- 2.4 To provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, childcare providers, the voluntary sector and others.
- 2.5 At the request of parents and the school to talk to children experiencing difficulties and convey the voice of the child to parents and school staff.
- 2.6 Identify in partnership with parents their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.
- 2.7 Where necessary, helping parents with their needs for parenting to improve their parenting skills by running basic parenting classes.

- 2.8 To work with parents in a school context, supporting them and building their engagement with their child's learning.
- 2.9 Support parents in a school context, supporting them and building their engagement with school and learning.
- 2.10 Promoting a good climate for parental communication so that they are able to understand how to carry out effective dialogue with teachers about children's progress.
- 2.11 Ensure parents feel confident to engage with their child's learning by facilitating and arranging family learning opportunities at the school such as English for Speakers of Other languages [ESOL] and computer literacy classes.
- 2.12 To work with parents to develop positive strategies for good standards of behaviour and regular attendance at school.
- 2.13 Give close attention to early identification and prevention of absence habits.
- 2.14 Work with parents to identify why their children are not achieving full attendance. Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child's family.
- 2.15 Carry out home visits where appropriate to support parents in encouraging their children to work closely with education social workers [ESWs] and school attendance officers.
- 2.16 Carry out home visits where appropriate to support parents in encouraging their children to:
 - Develop effective life skills such as planning and preparation for the school day.
 - Engage productively within the curriculum.
 - Respect the schools rules and ways of working.
 - Develop positive attitudes and relationships within the school community.
 - Participate in extra-curricular activities, and
 - Maintain full and regular attendance.
- 2.17 To organise day to day running of the PC Room, making sure that the facility is available for parents/ carers as required.
- 2.18 To liaise with different agencies to organise appropriate courses and sessions for the parents/ carers.
- 2.19 To keep a record of the usage of the PC Room,
- 2.20 Deputise the role of the Family support worker in her absence. This will entail running the Family room and working with parents to ensure continuity of support.
- 2.21 Working closely with the pastoral support team including the PACE Team, ensuring that parents are supported by sharing relevant information.



- 2.22 Keep records and all documentations pertaining to meetings/contact with children and young people and their families, and conduct reviews and assessment of the effectiveness of the work being carried out.
- 2.23 Become familiar with, and keep up-to-date, the wide range of services provided to children and families by all sectors.
- 2.24 Monitor the success of interventions for families and young people
- 2.25 Attend supervision and training when required and develop knowledge and skills to fulfil the overall purpose and principles for the FSW role.
- 2.26 Carry out other duties and responsibilities with due regard to the policies of the school and the local authority such as child protection, health and safety, equal opportunities, confidentiality, data protection, etc.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Executive Headteacher.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware the duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Executive Headteacher to reflect the changing work composition of the business.