



Beechfield Education Ltd. Job Description

Job Title: Family Support Worker (working with children with SEND and other complex needs)	
Sector: Education Location: Kaleidoscope School	Reports to: Line Management
<u>Company information</u>	<p>Beechfield Education Ltd is founded by two managing directors who collectively have over 20 years-experience of working creatively to support vulnerable young people to raise their attainment and manage behaviours linked to attachment and trauma.</p> <p>Our values are at the heart of what we do. They will help us to grow and continually reflect on our practice to ensure we are providing the very best service to the young people we support.</p> <p>Staff will work alongside the Beechfield management and safeguarding policy to promote the welfare of young people. Staff members are required to complete level 1 safeguarding and online training within 3 months of commencing work with Beechfield Education alongside reading the policies set out in the Induction policy. (In line with keeping Children Safe in Education 2023).</p>
<u>Job Purpose</u>	<p>The Family Support worker will work at the Kaleidoscope School, which is an independent special school. The successful candidate will, under the guidance of Senior Management, be responsible for working closely with parents and carers to help overcome pupil's barriers to learning, whether inside or outside of school. This will involve maintaining regular communication, putting interventions in place, and liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupil's development and progress. This role would also hold the responsibility of DDSL at Kaleidoscope School.</p>
<u>Roles and Responsibilities</u>	<ul style="list-style-type: none"> • Act as the lead point of contact for the parents/carers of pupils receiving additional support • Maintain regular communication with parents/carers and provide personalised support for families through issues as they arise. • Manage the organisation of and be present for parent coffee mornings and meet and greets at the start and end of the school support. • Provide cover in classrooms when required. • Manage external professional referrals and ensure parents are informed of timelines • Create and maintain positive relationships with families, the family support worker will take their own initiative and be proactive in forming these relationships.

- Help parents and carers and school staff to put interventions in place and encourage parents/carers involvement in supporting pupil's development and progress.
- Keep up to date on the latest services available in the local area in order to promote and signpost parents/carers to these via a range of communication channels (e.g., social media, newsletters, parent communication app, in meetings, etc.)
- Carry out home visits, providing personalised support for parents/carers.
- Provide cover in classrooms when required.
- Manage external professional referrals and ensure parents are informed of timelines.
- Arrange and hold attendance meetings with parents and carers. The meetings will increase the school's understanding of the barriers the child is experiencing in attending school and an action plan will be developed to support the attendance to increase.
- The Family Support Worker will utilise the school's attendance policy to implement and monitor the progress of these action plans, and work with parents/carers to adjust support as necessary.
- Support parents/carers through the application process for accessing local services and help them attend relevant meetings
- Work with relevant staff to identify and bring onboard pupils and parents/carers that would benefit from personalised support.
- Liaise and build relationships with external agencies and professionals, following up on actions where necessary
- Maintain regular communication with relevant staff to update them on the progress of individual pupils.
- Assist with carrying out early help assessments
- Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process
- Attend relevant professional meetings when required, the family support worker will ensure all paperwork and information gathering is complete in preparation to share and discuss at the meeting.
- Maintain accurate records of interventions and relevant meetings.
- Facilitate the transfer of relevant pupil information inside and outside the school.
- Complete relevant paperwork required by external agencies.
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent, working together to safeguard children etc.), and Kaleidoscope School's child protection and health and safety policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school



	<ul style="list-style-type: none">• Complete all administrative tasks associated with the job role and ensure they are stored correctly and in the right format.• Assist with the development of policies and procedures if required.• Make sure that any information held is treated as confidential and held in accordance with GDPR.• Ensure a work environment that protects people's health and safety and promotes welfare, and which is in accordance with the Health and Safety policies.• Attend and participate in training when required. <p>Please note that this is not an exhausted job description, and you may be required to carry out other tasks as directed by the management team.</p>
	<p>Training:</p> <ul style="list-style-type: none">• You will be required to complete a set of training when commencing employment with Beechfield Education, these will be discussed at the start of employment.• Regularly review your training needs with your line manager and enhance your skills and knowledge when necessary.• Attend relevant training to ensure knowledge is up to date and appropriate to support young people.
<p>Beechfield Education Ltd. staff will work in line with company policies and complete training that is relevant to the role to ensure their knowledge is up to date and effective for the needs of the job role. You will also ensure compliance with the data protection and input support to the whole staff team.</p>	