



St Ralph Sherwin Catholic Multi Academy Trust JOB DESCRIPTION

POST TITLE:	Student and Family Support Worker
LOCATION:	St Thomas More Catholic Voluntary Academy, Buxton St Anne's Catholic Voluntary Academy, Buxton
GRADE:	SRS Band 4, SCP 11 - 17
HOURS:	32.5 hours (full time is 37 hours), 41 weeks per year.
RESPONSIBLE FOR:	N/A
RESPONSIBLE TO:	Deputy Headteacher/Headteacher

OVERALL RESPONSIBILITY:

To work as part of our pastoral team in leading work with families to support the engagement and well-being of students at school and at home. Working with families and school to plan and support learning and behaviour programmes. To support Early Help assessments and act as lead professional where appropriate.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Work as part of our team of pastoral staff to ensure that vulnerable young people are supported so that they can thrive within their community and achieve their full potential.
2. Promote and support well-being and positive behaviour.
3. To work with the attendance officer to engage families in order to improve attendance.
4. Work with young people and families to develop action plans to tackle identified need and achieve lasting change.
5. Record and review progress against action plans and amend these as necessary
6. Build and sustain relationships with partner agencies in order to effectively signpost families to appropriate support. Encourage the active participation of families with the services offering support.
7. Persuade, empower and motivate families to engage and overcome barriers which may involve managing and overcoming challenging behaviour from family members.
8. Organise / promote events in and out of school that allow young people to develop wider interests and participate in community initiatives in order to develop their self-esteem and confidence.
9. Work on a one to one or small group basis with young people to provide nurturing opportunities for children.
10. Develop and deliver parenting support groups and/or training.
11. Access school/external funding to support vulnerable young people/ families.
12. Undertake Early Help Assessments and where appropriate be the lead professional to ensure that young people are kept safe and protected from harm.
13. Be responsible for accurate, detailed and timely record keeping and report writing, for meetings which could be multi agency, specialist or legal.
14. Attend Child in Need/ Safeguarding conferences and core groups on instruction.
15. Take responsibility, where appropriate, for students' cases when they are classed as children in need or have a child protection plan.
16. Ensure a continuous and consistent implementation of relevant safeguarding procedures, policies, legislation and emerging themes learned from case reviews to protect children and young people and ensure their safety.
17. Provide support for parents at meetings and appointments.
18. Support vulnerable students at times of transition including attending transitional annual reviews of statemented/EHCP students.



19. Ensure that practice reflects the school ethos, is child-centred and conforms to Derbyshire Safeguarding procedures and statutory requirements.
20. Report to and advise the Senior Leadership Team, Governors and other relevant staff with regards to the areas of responsibility.
21. Contribute to wider school support systems particularly within the pastoral and special needs areas.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Undertake training and development activities relevant to the position.
2. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
3. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
4. Support the aims and ethos of the school.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PERSON SPECIFICATION



	Essential or Desirable
Experience:	
Working with young people/children and families with complex needs	Essential
Engaging with a range of external agencies to support families	Essential
Leading training and/or support groups with parents/carers	Essential
Acting as lead professional	Essential
Writing Early Help assessments	Desirable
Working within a school environment	Desirable
Working with families who are resistant to engage with support	Desirable
Having an understanding and experience of working with students with attachment issues.	Essential
Qualifications:	
Good standard of education at GCSE or equivalent	Essential
Multi-agency safeguarding training	Essential
Relevant degree-level qualification (e.g. social work, youth work)	Desirable
Evidence of continuing professional development	Desirable
Knowledge:	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Thorough understanding of safeguarding and procedures	Essential
Understanding of the development of children	Essential
Sources of support within the local community	Essential
Early Help assessments	Essential
The needs of the local community	Desirable
Awareness of personal safety risks	Essential
Skills:	
Empathy with the needs of vulnerable children and families	Essential
	Essential

Ability to assess the needs of children and families and implement action plans	
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents and students	Essential
Ability to work effectively with agencies including giving advice and information	Essential
Ability to challenge in order to help families change	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Using IT to enhance effectiveness and efficiency	Essential
Good communication skills, including presentation skills	Essential
Ability to analyse information and data	Essential
Writing reports for courts	Desirable
Attitudes and Values:	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
Values the development of independence and self-esteem in young people	Essential
Takes responsibility and understands accountability	Essential
Committed to the needs of the students, parents and other stakeholders	Essential
Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
Other:	
Willing to self improve / attend training	Essential
Have a full driving licence with business use insurance and a willingness to travel to rural areas	Essential



The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Evidence will be drawn from some or all of:

- Application form
- Response to questions during interview
- Test or task
- References

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.