

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Family Support Advisor	Section: Support Staff
School: Binfield Primary School	Grade/Salary Range: BG-I 06 – 14. Scale point depending on experience. (£12.73 - £14.51 inclusive of London weighting)
	Working Pattern: 22 ½ hours per week term time only. Arrangement of days/hours to be agreed with some flexibility

JOB PURPOSE

To develop good relationships with parents/carers of children at the school and encourage parental involvement in the school and its activities.
To be proactive and inclusive in identifying needs, and support children and families with information, advice and guidance in parent-craft and children's upbringing.
To investigate concerns raised by parents, pupils and teachers as agreed by the Headteacher.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

The post holder will report to the Headteacher

MAIN DUTIES AND RESPONSIBILITIES

The Family Support Worker is required to be part of our Pastoral Team and support the wider work of the team as needed.

- Establish and foster good relationships with all parents/carers of children at the school. Encourage involvement of all parents in the school and its activities. Build relationships with new parents and assist in induction sessions.
- Promote the self-esteem of parents/carers, and help them communicate openly and provide good parenting. Discuss, when necessary, in a confidential manner, difficulties at home. Share information on practical childcare and parenting skills.
- Support inclusive practice, focus work on preventative and early interventions activity, and with vulnerable and 'yet to be reached' children and families.
- Give pastoral support to pupils in school as needed.
- Liaise with all stakeholders and agencies regarding issues that have arisen during the week and how to help and support the child and family move forward. Also, to be involved with Common Assessment Framework (CAF) processes.
- Understand the impact of good attendance for the child and take a lead role in monitoring attendance & liaising with parents, EWO & other relevant agencies. Ensure administration of above is kept up to date.
- Be trained and facilitate group family support sessions using published material as needed.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of, and share, services that parents might be signposted to.
- Support the wider safeguarding work of the school through being part of the safeguarding team, attending meetings as needed by the Headteacher. Actively keep up to date with the latest safeguarding legislation. Monitor and update safeguarding recording keeping on cpmo.
- Ensure attendance and safeguarding reports are completed as needed.

- Assist the Headteacher in ensuring all safeguarding records are transferred to new schools.
- Also, such other duties as may from time to time may be necessary, compatible with nature of the post. This job description is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Handle personal enquiries and concerns, possibly challenging, from parents and pupils.
Liaison with other Family Support Advisers and Family Outreach Workers.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns raised in accordance with this policy.

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PERSON SPECIFICATION**

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Knowledge/Experience	<p>Knowledge of issues affecting families and parenting needs of children.</p> <p>Knowledge of available support services and referral routes.</p> <p>Demonstrate experience of delivering individual or group-based support.</p>	<p>A good knowledge of the local community and school.</p> <p>Experience of working with pupils, parents, staff and the local community.</p> <p>Experience of multi-agency working, preferably including childcare, health and social care.</p> <p>Experience of community/voluntary/parent/partner agency links.</p> <p>Confident and knowledgeable about CAF processes.</p> <p>Up to date knowledge and understanding of safeguarding matters.</p> <p>Knowledge of special educational needs.</p>
Skills and Abilities	<p>Work with school staff to identify those families who need support.</p> <p>Build relationships with pupils and their families.</p> <p>Deal with difficult situations and/or individuals in a calm, fair but effective manner.</p> <p>Understand different professional roles and perspectives.</p> <p>Excellent ICT skills.</p> <p>Prioritise workload & work to deadlines.</p>	<p>Facilitate groups.</p> <p>Previous experience with inter agency working (Health/Social care etc)</p>
Personal Qualities and Attitudes	<p>Genuinely care for the well-being of children, parents and families.</p> <p>Be approachable and have empathy with people in a range of circumstances.</p> <p>Excellent communication, listening and observation skills.</p> <p>Ability to work confidentially.</p>	

	A commitment to inclusive education. Work flexibly when needed.	
Education/Qualifications	Willingness to undertake training. Educational achievement sufficient to support clear reporting and presentation skills.	Good basic written English. Recognised Qualification at level 1,2 or 3. Safeguarding training at DSL level.
Other Work Requirements	Commitment to equal opportunities. Suitability to work with children.	