



## Whitchurch CE Primary School

### Child and Family Support Worker– Job Description

**Salary and grade:**

Grade D

**Line manager:**

Head Teacher

**Role Purpose:**

To work with identified children and families to effect positive change to improve opportunities and life chances.

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#### Support the School:

- To uphold and promote the school's values and mission, contributing to the whole team effort in the running and development of the school
- Understand and maintain confidentiality, regarding the school and the pupils and staff within it
- Implement School Policies

#### Support the Pupils and their Families

- To work with children and families, senior colleagues and partners, to identify the needs of each child and/or family, develop appropriate interventions, assess and regularly review
- Develop effective knowledge of and working relationships with support agencies/services/ voluntary organisations to help families identify and access appropriate services/facilities
- To work with outside agencies such as Children's Services and Early Help Hub
- Maintain appropriate records in accordance with internal and external guidelines, procedures and policies and provide appropriate administrative duties
- To monitor school attendance and work with the Admin Officer to report to Senior Leadership on trends and persistent absence.

#### Support the DSL:

- Report to the DSL (designated safeguarding lead), go through the caseload
- Act as a deputy DSL

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.