

Haven Nursery School Family Support Worker

Job Description and Person Specification

Overview:

We are seeking a compassionate and proactive Family Support Worker to join our Nursery School team. The ideal candidate will be committed to supporting families, fostering positive relationships, and ensuring the well-being of children and their families. This role will involve running a variety of support initiatives including parent workshops, coffee mornings and facilitating the 'Haven Hub' – our very own swap shop for clothes, books and toys. Liaising with other professionals and signposting families to additional services will form a key part of the role.

The Family Support Worker will also take on the responsibility of acting as a Deputy Designated Safeguarding Lead (DSL) within the Nursery School.

Key Responsibilities:

1. Support Identified Families:

- Provide direct support and guidance to families, helping them to navigate any challenges they face.
- Work closely with families to assess their needs, provide practical support, and offer guidance and advice, including regular check-ins and home visits where required.
- Build strong, trusting relationships with families, creating an environment where they feel supported and listened to
- Provide bespoke family support, tailored to the unique needs of each family.
- Support and empower families to complete paperwork, including housing applications, DLA, blue badge, job applications and any other written support needed.

2. Liaison with Other Professionals:

- Work collaboratively with other professionals, including social workers, health visitors, and early years practitioners, to provide holistic support to families.
- Organise and/ or attend multi-agency meetings when required to ensure coordinated support for children and families.
- Work in partnership with external agencies to ensure families receive the support they need.
- Coordinate and chair Team Around the Family (TAF) meetings, involving key professionals, to ensure a joined-up approach to supporting families.
- Document meetings, actions, and outcomes to ensure effective follow-up and progression of family support plans

3. Signposting to External Agencies:

- Signpost families to relevant external support services, agencies, and resources (e.g., housing, healthcare, financial support, domestic violence services) when necessary.
- Build and maintain relationships with local services and support networks to ensure effective signposting and access to wider support.

4. Parent Workshops & Coffee Mornings:

- Organise and run parent workshops on a variety of topics such as child development, parenting skills, mental health, and wellbeing, toilet training, healthy eating and supporting self-regulation.
- Host regular coffee mornings to encourage parent engagement and provide a welcoming and relaxed space for families to connect, share experiences, and seek support.

5. Haven Hub Swap Shop:

- Coordinate and manage the Haven Hub Swap Shop, allowing parents to exchange toys, books, and clothes in a community-focused, sustainable way.
- Ensure the smooth operation of the Swap Shop, including organising donations, setting up, and maintaining a welcoming and organised space that is inclusive for all families.
- Promote the swap shop to families and encourage participation.
- Build links within our local community to expand and grow the provision of the Haven Hub, for example to include pantry items and links to food banks.

6. Designated Safeguarding Lead (DSL):

- Act as a Deputy Designated Safeguarding Lead for the Nursery School, ensuring all safeguarding protocols are followed.
- Monitor and respond to safeguarding concerns, making referrals to children's services when necessary
- Work as part of safeguarding team to ensure that all staff are trained in safeguarding procedures.
- Full DSL job description available with training provided.

7. Other Duties:

- Maintain accurate and up-to-date records of interactions with families, ensuring confidentiality and compliance with data protection policies.
- Participate in regular team meetings, case reviews, and professional development opportunities.
- Promote a positive, inclusive, and supportive environment for all families and children within the Nursery School.
- To undertake such other duties and responsibilities as may be determined from time to time by the Headteacher.

Key Skills and Qualifications:

- Experience working with vulnerable families, ideally in a nursery, early years or primary school setting.
- Strong knowledge of safeguarding procedures and responsibilities.
- Excellent communication skills, both verbal and written, with the ability to build rapport and relationship with parents and professionals alike.
- Ability to run workshops and group sessions, with experience in facilitating group discussions and activities.
- Knowledge of local services and agencies, with the ability to signpost families to appropriate resources.
- A caring, empathetic, and non-judgmental approach to working with families.
- A proactive and organised approach to managing tasks and initiatives.
- Ability to work independently and as part of a team.
- Relevant qualification in Social Work, Early Years, or a related field (desirable but not essential).

Additional Information:

This role offers a rewarding opportunity to make a real difference in the lives of children and families within our community. The Family Support Worker will play a pivotal role in ensuring families receive the support they need to thrive, with a focus on empowering parents and guardians to create safe, nurturing environments for their children.

If you are passionate about supporting families and have the necessary experience and skills, we would love to hear from you.

Working Hours:

- 30 hours per week, all year round (with annual leave and bank holiday entitlement)
- Flexibility with working pattern, to meet the needs of the nursery school and successful candidate
- Occasional evenings and weekends required for workshops or special events