

THE WESTGATE SCHOOL – WINCHESTER

Hampshire's First 4-16 'All Through' School



The Westgate School is a community of learners where partnerships inspire success for all; learning together achieving excellence

Child and Family Support Worker

EHCC Grade D

Local task list

The role is primarily based in the Secondary Phase but will involve liaison with pupils, families and colleagues from across the school.

Job Purpose

- To work collaboratively under the direction of the Senior Year Leader, in partnership with other professionals, to offer practical help and emotional support to pupils and families experiencing various difficulties affecting school
- To support pupils and their families in the school, providing regular and ongoing assistance to support inclusion
- To provide a friendly, approachable and confidential point of contact for families
- To provide support to colleagues within the school in building partnerships with vulnerable families
- To monitor and promote outstanding levels of attendance of key pupils
- To focus on preventative and early intervention activities that engage parents, carers and pupils
- To support families in developing techniques for effective relationships with children and managing consistency of expectations at home and school
- To promote equality as an integral part of the role and treat everyone with fairness and dignity
- To be ELSA qualified (may be achieved whilst in post)

Duties and responsibilities

- To give close attention to the early identification and prevention of the absence or disengagement of children in school. Implementing and reviewing appropriate plans to support good attendance in school
- To work alongside the Senior Year leader to manage and plan pupil support interventions
- Support with duties during the school day as directed.
- To support transition of pupils into Year 7 including attendance at Summer Camp
- To establish and foster good relationships with parents/carers of children at the school
- Family services are to be predominantly undertaken within the school, encouraging parental involvement and engagement in the school and its activities, but may involve some home visits as agreed with the line manager
- To promote the self-esteem of parents/carers to help them to maximise their own personal and interpersonal skills, thus enabling them to respond to family needs by communicating effectively and providing appropriate parenting
- To share information on practical childcare and parenting skills, including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline)
- To work with parents/carers to identify why their children are experiencing barriers to learning, and to ascertain the probable causes and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school colleagues, the child, the child's family and other agencies as required

- To support children and families with regard to personal difficulties and signpost to services as appropriate in liaison with the Designated Safeguarding Lead (DSL)
- To have the ability to support/deliver parenting activities to enable parents to find new ways of connecting with their children and overcoming difficulties
- To work closely with the DSL and senior colleagues in making referrals and signposting agencies
- To promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications)
- To encourage good relations and effective dialogue between parents about children's progress
- To work alongside teachers, Teaching Assistants and children within the classroom or group setting, as required
- To attend regular scheduled meetings and all appropriate colleague meetings as required and to engage in own professional training and development in this field
- To liaise with members of school and share information as appropriate and in line with KCSIE and other statutory duties
- To maintain accurate records and all documentation pertaining to meetings/contact with children and young people and their families as appropriate using the school's database, CPOMS, and to complete administrative processes relating to all aspects of work undertaken
- To work with individuals or small groups of pupils under the direction of the Line Manager and produce the necessary resources required
- To understand and apply School policies, promote positive pupil behaviour in line with School policies and help keep pupils on track in their learning and development
- To administer first aid and medicine to pupils as required and in line with the School policy