

KIRKLEES COUNCIL

SERVICE AREA: CHILDREN & YOUNG PEOPLE SERVICE

SECTION: SPECIAL SCHOOLS MODEL: ETA

JOB TITLE: Family and Community Support Worker

GRADE: 8

PURPOSE OF JOB

The Family and Community Support Worker will promote effective communication between the school and parents/ carers and maximise opportunities within the wider community.

KEY AREAS

1. Pupil and family support
2. Community engagement
3. Working with external agencies
4. General

Duties and Responsibilities:

1. Pupil and Family Support

- 1.1 Liaise with parents/ carers and keep open good channels of communication including home visits
- 1.2 Working closely with parents/ carers to provide practical support to develop pupils' independence and life skills
- 1.3 Support parents/ carers with external matters such as paperwork and appointments that have a positive impact on the pupil
- 1.4 Organise and attend school meetings and events that support families including coffee mornings, meetings and open evenings
- 1.5 Attend intervention team meetings to provide a more joined up offer of support around pupils and families
- 1.6 Attend meetings and training which supports the role of Family Worker where appropriate
- 1.7 Monitor and support individual pupil attendance as required.

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2. Community Engagement:

- 2.1 Organise family workshops focusing on identified needs eg behaviour/autism.
- 2.2 Support pupil transitions to other provisions when needed
- 2.3 Develop links with the local community which support school, including work placements for pupils.
- 2.4 Coordinate after school clubs.

3. Working with External Agencies:

- 3.1 Work closely with external agencies and attend and run meetings (e.g. Early Support Assessment and Team Around the Family (TAF))
- 3.2 To communicate with school transport around any issues that arise and make arrangements for school transport where needed (including independent travel training- ITT)

4. General:

- 4.1 In addition, the post holder may be expected to take on additional roles as directed by the head teacher.

- 4.2 As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please go to

<http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx> to read our safeguarding policy.

RESPONSIBLE TO: Deputy Head Teacher/Assistant Head Teacher

RESPONSIBLE FOR: None

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