

Job Description



Leaping Into A Bright Future!

Marston Green Infant Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Child and Family Worker		
School	Marston Green Infant Academy		
Salary Band/Range	Band D		
Responsible to	Headteacher/SENDCo		
Special Conditions	<p>Availability out of school hours, ability to travel independently across the Authority and other authorities as required.</p> <p>Availability to work beyond the normal working hours linked to the needs of a child, family.</p> <p>Availability to provide transport to children and families as required and to have appropriate car insurance.</p>		

1.	Job Purpose		
	<p>The postholder will be based in school and work within school staff teams. The work will engage with a wide range of agencies to identify and provide support for children and young people who demonstrate an emerging and / or existing need in their health, emotional, social, mental health and behavioural development. It is likely that the post holder will be working over a prolonged period of time with extended families in crisis and critical need. This will form a significant part of the role.</p> <p>The postholder will take a key lead role in undertaking assessments of children within the context of their home, school and community environment and model how to integrate the delivery of interventions for the benefit of targeted children, young people and their families.</p> <p>The postholder will be critical in ensuring the safeguarding and well-being of all children to ensure best outcomes both academically and pastorally for all and in doing so liaise with all other agencies and professionals. This will include a key role as DMS in school and to be responsible for safeguarding on a day to day basis .</p> <p>The postholder will work alongside and support the Inclusion Manager/SENCO and Inclusion and Pastoral team to ensure best outcomes for all children and families in particular SEND children, vulnerable children, disadvantaged children including Pupil Premium and FSM, children at risk of harm, children at risk of exclusion.</p> <p>The postholder will provide effective management and build an effective team which continually enhances the quality of behavioural / SEMH provision in school to help remove all barriers to learning and supports any individual at risk of exclusion by devising creative individual, needs based plans.</p>		
2.	Key Responsibilities		
	<table border="1"> <tr> <td data-bbox="201 1238 272 1283">2.1</td> <td data-bbox="272 1238 1524 1283">Main Duties</td> </tr> </table>	2.1	Main Duties
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- To accompany children and families to appointments and activities in order to support them in engaging with services and also for better outcomes. This often requires the postholder to facilitate this whole process from encouraging attendance, setting up the appointment, attending, supporting the follow up and assessing progress with the family and with practitioners.
- To sign post families to other services available for support.
- To be a DSL within school and support staff with safeguarding advice and training.
- To report immediately any signs of neglect, injury or other causes for concern to the relevant agencies in liaison with the HT /Lead DSL/DSL Team
- To work closely with Children's Services and other agencies. This work may involve Level 1 to Level 4 safeguarding and where necessary support the Lead DSL/Headteacher with any Serious Case reviews. This will include all aspects from initial referrals to monitoring and evaluating all caseloads as required.
- To monitor and ensure all paperwork/ case files are up to date and have been effectively communicated with all relevant parties.
- To be committed to working with regard to the Common Assessment Framework (CAF) process and Solihull Approach.
- To work with parents with universal to additional needs, devising an action plan of support and assisting with referrals to the appropriate partnership or external agency.
- To attend statutory reviews including Child Protection Conferences and other meetings as required; reporting on work completed and providing written reports when required and sharing information with SLT and all necessary staff.
- To monitor safeguarding matters within the school including the attendance of vulnerable children.
- To be responsible for keeping school staff informed of work being undertaken with the young person and the family, to offer advice and strategies for relevant members of staff, to promote well-being and minimise risk.
- To maintain accurate monitoring data and up to date case records both on manual files and as tracking systems on the computer in accordance with school policy. To ensure appropriate tracking systems are in place and that the systems are monitored and evaluated on a regular basis.
- To provide clear, focussed reports and summaries of work undertaken with individuals or groups for all relevant parties including governors.
- To support staff with writing appropriate reports as required.
- To contribute to/and write statements for court and act as a witness at court proceedings where necessary
- To contribute information towards the monitoring and evaluation of any vulnerable child or family linked to any service.
- To co-ordinate provision for vulnerable families and children as required both within school as well as in the home.
- To lead professional meetings i.e. TAFs and CAFs to enable better outcomes for families and children and co-ordinate all relevant paperwork.
- To ensure policies and procedures are constantly up to date linked to all safeguarding matters in particular Child Protection Policy.
- To ensure effective communication and support linked to safeguarding and the Internet and E Safety.
- To listen to the views of children, young people and their families to understand their needs.
- To build services around the needs of children, young people and their families, not around professional service boundaries.
- To develop services that are flexible and will adapt and react to changing needs and demands.

- To share information safely between services to avoid duplication, where appropriate and purposeful to do so.

Attendance and Punctuality Lead

- To take a lead role in monitoring and evaluating whole school attendance and punctuality and liaise with the EWO and any other relevant agencies to ensure best outcomes for children and families.
- To set up appropriate processes and tracking to ensure attendance is above national standards
- To devise appropriate rewards for children with good attendance.
- To support families of vulnerable children linked to attendance and punctuality and monitor progress.
- To monitor all groups of children linked to attendance.
- To be responsible for the monitoring of pupil attendance and punctuality on a daily basis contacting parents by telephone, text or letter as applicable.
- To monitor progress of individual pupils and meet with EWO and/or parents as required. To issue attendance certificates as required.
- To identify and track truancy as required.
- To be responsible for the administration of the weekly reward system.

Co-ordinator of Pupils with Medical conditions and needs

- To support staff and families with children who have medical needs and to ensure appropriate provision and liaise with relevant agencies i.e. School Nurse.
- To organise training for staff and ensure effective communication for best outcomes for children.
- To ensure policies and practice are up to date.

Wider role as Pastoral Manager

- To work effectively, collaboratively and co-operatively with the Inclusion lead/SENCO and the Inclusion team to ensure the very best outcomes for all families and children including academic and well-being/safeguarding outcomes.
- This will include leading caseloads as well as supporting caseloads depending on need, sharing information, covering in the absence of colleagues as required.
- To provide training and support to staff within the Inclusion team and also across school as required.
- To plan, implement, monitor and evaluate a wide range of interventions to support children with SEND alongside the Inclusion Manager and to increase schools' effectiveness
- In respect of Looked After Children, to complete Life Story Work and prepare young people for new placements.
- To lead/contribute to provision mapping for individual children and families as required to ensure best use of resources and outcomes within the Inclusion team.
- To lead or contribute to any evidence gathering, writing of referrals, assessments, EHC Plans, to all relevant agencies and professional teams to enable best outcomes for children and families.
- To work with individual or groups of children implementing strategies, as discussed at Inclusion Team Meetings/Leadership meetings to remove barriers to learning and assist with reported home behaviours.
- To provide specific support and guidance for any individual children or group of children as required by the Leadership team.
- To provide pastoral support to a year(s) group within the school working alongside the Phase leaders, Inclusion team and leadership group.

- To play a major role in school's management structure assistant the Leadership team in creating a vision, sense of purpose and pride about Behaviour and Inclusion.
- To provide guidance and support to pupils in school working with colleagues, parents and various external support services.
- To work with all staff to plan strategies designed to resolve specific needs of individual pupils.
- To develop and maintain positive attitudes in pupils towards their learning programme such as trust and confidence.
- To identify, commend and celebrate areas of success for individual pupils.
- To establish and implement clear policies and practices regarding action planning and assessment/recording of individual progress.
- To support dealing with pupils out of class for various reasons.
- To observe pupils to identify their behaviour traits and attitudes to learning.
- To work with pupils one to one or in groups to encourage them to maximise their potential through a range of strategies and support programmes.
- To draw up action plans for pupils, set regular targets and actions and monitor outcomes.
- To assist SLT with arrangements for excluded pupils and their re- integration to school.
- To deliver effective communication processes to ensure all relevant staff are aware of the needs of individual children and families.
- To be the first point of call for vulnerable families and children as required.
- To work with parents, encouraging them to support their child in overcoming their barriers to learning.
- Work with other agencies to enable pupils to have access to the wide variety of opportunities and services available to them outside of school provision made for those pupils who may need additional support or transfer to other settings.
- To organise parenting classes for families and other family events both on site and also off site.
- To organise holiday clubs as appropriate.
- To be flexible within role to ensure best outcomes for children and families which may result in "emergency support where required.
- To organise events and visitors to improve children and staff's understanding of safeguarding.
- To cover for staff as required to ensure best outcomes for children.
- To ensure all work is effectively communicated i.e. through emails so that workloads can continue and be followed up in your absence.
- To ensure an effective filing system that allows the service to continue in your absence.
- To present information to different stakeholders including presentations to the governing body as required.
- To support the wider effectiveness of school by being involved in school community events.
- To undertake flexible and imaginative approaches in offering support to children, their families and carers.
- To be committed to self-development and on-going training related to the post, including facilitating targeted training for parents and other colleagues.
- To assist by attending Parents' Evenings and Open Evenings as required.
- To give willingly of own time and energy to improve outcomes for all.
- To carry out any other reasonable task as directed by SLT.
- To fully participate in performance management, supervision and peer support.

	<ul style="list-style-type: none"> To observe the Health & Safety Policy in relation to self and others To understand that this is not a definitive list of roles and there will be occasions when the Postholder may be asked to carry out tasks not on this job description. To carry out other duties as may be appropriate to achieve the objectives of the post or to assist the School in the fulfilment of its objectives, commensurate with the post holder's grade, abilities and aptitude.
2.2	People
	<ul style="list-style-type: none"> The full time worker may be required to mentor and support the work of part time workers, for example other support staff.
2.3	Safeguarding
	Marston Green Infant Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	Work within allocated budgets and in accordance with School Policies and Procedures concerning the use of resources.
2.5	Buildings & Equipment
	<p>The Postholder will be responsible for ensuring that:</p> <ul style="list-style-type: none"> - confidential files of their work (manual and electronic) are kept secure inside and outside school - the work / meeting space in school is appropriate for family access as required. - appropriate checks have been put in place to ensure the safety of all when inviting other agencies, professionals, parents and families into school, using the layered safety approach available in the school.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Academy Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant Academy policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
	To ensure holidays are taken outside of term time.
3.1	Mobility and Special Conditions
	<ul style="list-style-type: none"> Evening and weekend work may be required, for example for home visits, supporting vulnerable children and families to access provision. Transporting of children and families as required to support specific needs and the wider needs of school.
3.2	Equal Opportunities
	Marston Green Infant Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Governors therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		Marston Green Infant Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.5	Core Qualities & Leadership Framework
		The Academy expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Headteacher/Business Manager
Date:	December 2022