

## GENERIC JOB DESCRIPTION - SCHOOLS

### Job information as shown on organisation chart

<b>Job Title:</b> Student and Family Support Worker	<b>Post No:</b> GEN81	<b>Grade:</b> HC5
<p><b>Organisational information:</b></p> <p><b>Responsible to:</b> Headteacher of the Placement school and the School Liaison Officer</p> <p><b>Professionally responsible to:</b> <i>(where appropriate)</i></p> <p><b>Dimensions:</b> <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p><b>Responsible for:</b> None</p> <p><b>Key relationships/Functional links with:</b> <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i> Children’s Centre’s, Youth services, Herefordshire Council, Primary Care Trust, Herefordshire Childcare and Children’s Services, Parents and young children</p> <p><i>External:</i></p>		
<p><b>Main Purpose of Job:</b></p> <p>To Support the aims of the placement school by:</p> <ul style="list-style-type: none"> <li>• Working with children and their families to promote their Health and Welfare and develop their potential</li> <li>• Take responsibility for Common Assessment Framework (CAF) Caseload</li> <li>• Encourage parents to enjoy the company of their children and respond to them in a positive and caring manner</li> <li>• To assist families in the sign posting of services to families</li> </ul>		
<p><b>Main Responsibilities / Accountabilities</b> <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the placement school</i></p> <p>The jobholder will be expected to complete the responsibilities / accountabilities effectively.</p> <ul style="list-style-type: none"> <li>• Plan and participate in programmes of work with parents, both individually and in groups, which develop their self-esteem and parenting abilities.</li> <li>• Plan and participate on programme of work with children, both individually and in groups, which promote their physical, emotional, intellectual, behavioural and social development.</li> </ul>		

- Create an atmosphere within placement school provision and homes in which parents/carers are encouraged to take responsibility for meeting the needs of their children and themselves.
- Maintain confidentiality.
- Work with colleagues and other professionals such as social workers, health visitors, midwives and childcare workers.
- Maintain accurate records on individuals as required.
- Attend Child Protection case conferences, staff meetings, CAF reviews, training days, as required.
- Ensure that services users are fully involved as possible in decisions which effect the individually.
- Promote equal opportunity, anti-discriminatory and anti-oppressive policies and practices.
- Attend staff training and development courses as directed.
- The post involves occasional evening work where the placement school/ family needs it.
- To report back and liaise with the Headteacher, Deputy Head and other members of the student support team.
- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.
- May be required to undertake safeguarding training at appropriate level to the role.

**DATA QUALITY**

**Council staff**

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

**Job Activities:**

**Other information:**

- Disclosure type: enhanced

**General information:**

The post holder will be required to comply with placement school’s policies and procedures as outlined in the terms and conditions of employment.

The placement school and Hoople Limited has a no smoking policy. Employees are not permitted to smoke on any of the premises nor in any vehicle used on organisation business.

The postholder will promote the Placement School’s Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject

to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

November 2022

## GENERIC PERSON SPECIFICATION - SCHOOLS

### Job information as shown on organisation chart

<b>Job Title:</b> Student and Family Support Worker		<b>Post No:</b> GEN81	<b>Grade:</b> HC5
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>		<b>Method of Assessment*</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and/or families in the placement school or other setting is desirable</li> </ul>		Application form, interview and references
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<ul style="list-style-type: none"> <li>• Ability to work in partnership with families.</li> <li>• Ability to work own initiative and under supervision</li> <li>• The ability to relate well to other team members, members of the public and staff of other agencies</li> <li>• Self-motivated and able to use initiative.</li> <li>• Ability to communicate effectively with young children and their families in individual and group settings</li> <li>• Organised and flexible approach to work</li> <li>• The ability to prioritise effectively</li> </ul>		Application Form, Interview and references

<p><b>Qualifications and Training</b> <i>including professional qualifications</i></p>	<ul style="list-style-type: none"> <li>• Good levels of literacy and numeracy will be required. Additional qualifications in counselling, childcare, psychology or child development would be an asset</li> <li>• Willingness to undergo further training as required</li> <li>• Knowledge of Children’s Development is desirable</li> <li>• Knowledge of Children’s Act 1989 and the Every Child Matters Framework is desirable</li> <li>• CAF training is desirable</li> <li>• Safeguarding level 2 is desirable</li> <li>• GCSE A*-C (4-9) or</li> <li>• British regulated qualification framework level 2 and above or</li> <li>• International English language testing system (IELTS) score of 5.0</li> </ul>	<p>Application Form, interview, reference &amp; Interview</p> <p><b>Fluency Duty</b> -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.</p>
<p><b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<ul style="list-style-type: none"> <li>• The ability to travel to locations throughout Hereford City, as required</li> <li>• Police clearance</li> </ul>	<p>Application Form, Interview, references and informal parent session</p> <p>DBS check</p>
<p>Line Manager Signature:</p> <p>Date:</p>		

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

November 2022