

## SVT Children and Family Support Worker Unique (RLA)

Role Title	Typically reports to
<b>Sea View Trust (Revoe Unique) Children and Family Support Worker Blackpool Grade F</b>	Line Manager - Headteacher
Information sources	Date of profile
Job Evaluation Panel	31/01/2025
Purpose of the role (job statement)	
To ensure that learners and families are accessing relevant services to improve outcomes for learners. To promote and develop the service and work effectively with other agencies.	
Responsibilities	
<p><b>Key duties:</b></p> <ol style="list-style-type: none"> <li>1. Maintain new initiatives to promote regular attendance – investigate cases, plan and carry out early intervention programmes alongside our Attendance Lead;</li> <li>2. Support with initiatives to help address barriers to learning of Pupil Premium and Children Looked After children;</li> <li>3. Actively promote partnership working, to prevent social exclusion for children and young people with learning difficulties and/or disabilities;</li> <li>4. Work in partnership with learners, families and external agencies to provide early intervention and strategies to support learning, positive behaviour management and learners well-being;</li> <li>5. In partnership, identify the need for support groups or parenting classes;</li> <li>6. Act as an advocate for children/families where there is no other coordinating agency already involved;</li> <li>7. Implement systems for effective communication of learner and family information with staff across the school and with external agencies;</li> <li>8. Implement positive strategies to establish close home/school links – including home visits (accompanied and unaccompanied);</li> <li>9. Manage and maintain high quality records and assist with the preparation and presentation of reports to support formal and informal assessment and decision making;</li> <li>10. Provide support for referrals, admissions and transfers;</li> <li>11. Under direct supervision, take on the role of Deputy Designated Safeguarding Lead for the Academy;</li> <li>12. Represent the Academy as the core group member in meetings/conferences/reviews where required;</li> <li>13. Support families with home to school transport arrangements and risk assessments, as appropriate;</li> <li>14. Support close working links with a wide range of statutory, voluntary and community groups;</li> <li>15. Advise and signpost parents/carers on national and local education benefit schemes and any other services available to them;</li> <li>16. Comply with all policies and implement relevant policies across the Academy;</li> <li>17. Maintain confidentiality and ensure tasks are undertaken in accordance with data protection legislation;</li> </ol> <p><b>Individuals in this role may also:</b></p> <ol style="list-style-type: none"> <li>1. Support with the organisation of school social events for children and their families.</li> <li>2. Be required to work flexibly, including out of hours when required.</li> <li>3. Promote links with holiday projects to support families and children during holiday times</li> <li>4. Provide administrative support as required, undertaking minutes at meetings, filing, photocopying and report writing.</li> </ol>	

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### **Indicative knowledge, skills and experience**

- Experience of implementing programmes of parenting skills and support;
- Knowledge / skills equivalent to current National Qualifications for working with parents at Level 3 or relevant experience – Essential
- Knowledge / skills equivalent to current National Qualifications for working with parents at Level 4 or relevant experience - Desirable
- Specialist parenting skills to deal with some situations which are complex in nature;
- Experience of dealing with emotionally demanding situations, in order to deal with complex and sensitive needs of individual pupils and their families;
- Excellent communication skills with children and their families;