**LOUDWATER COMBINED SCHOOL**

**Post: Family Support Adviser - Job Description**

This post is a school based staff member whose role it is to support children and their families and reduce barriers to learning. These barriers to learning may be a result of something happening within the school or externally. We are acutely aware that during current times, and a potentially uncertain future for some, this is a role more vital than ever.

The Family Support Worker will work alongside teaching staff and existing pastoral systems to provide a vital layer of support for pupils.

**Key Tasks to support families**

* Under guidance from the Head Teacher and the Senior Leadership Team, to engage with vulnerable families in order to formulate a package of support.
* To act as a point of contact in school for families needing support.
* To maintain regular contact with families of children receiving support to encourage positive family involvement in the child’s learning.
* To signpost services for families and refer for support when appropriate.
* Liaise professionally with external agencies such as CAMHS, Housing, NSPCC, St Peter’s Church, Social Care and Family Support Team.
* To build effective, long lasting relationships with families.
* To provide opportunities for families to engage with the school before their child starts school to establish needs by visiting preschool settings and making home visits where appropriate.
* To provide opportunities for families to engage with the school by sourcing and/or initiating family or adult learning opportunities, for example parenting courses.
* To ensure information is forwarded to the Designated Safeguarding Leads as appropriate.
* To maintain record keeping in accordance with the policies and procedures in place in school, including case studies.

**Key tasks to support pupils**

* Establish good working relationships with pupils, acting as a role model and setting high expectations.
* Provide consistent support to all pupils, responding appropriately to individual pupil needs.
* Assist with the development and implementation of Provision Maps and Behaviour Plans.
* Promote inclusion of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures.
* Provide feedback to pupils in relation to their progress and achievement if following a specific programme or intervention.

**Key tasks to support staff**

* Support attendance monitoring in identifying patterns of absences and implementing structures to improve attendance.
* To support the Senior Leaders in identifying possible under attainment and underachievement linked to poor attendance or other barriers.
* In liaison with the teacher/other senior learning staff, utilise strategies to support pupils in achieving learning goals.
* Undertake record keeping as requested.
* Promote appropriate behaviour for learning and positive relationships, dealing with conflict and incidents and encouraging pupils to take responsibility in line with established school policy.
* Establish constructive relationships with parents/carers and communicate information as required.

**Key Tasks to support the school**

* Be aware of and comply with school policies and procedures relating to safeguarding, behaviour for learning and positive relationships, health, safety and security, confidentiality and data protection. Report any concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the school ethos, aims and school plan; uphold and promote our school values.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Attend and participate in regular meetings as appropriate and report back.
* Participate in training and other learning activities as required.
* Establish own best practice and use to support others.

**Additional**

* High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
* To be responsible for improving your own practice through observation, evaluation, discussion & training.
* To comply with the Data Protection Act and School policies and procedures.
* The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
* To comply with the School’s Health and Safety Policy and associated safe working procedures and guidelines.
* To comply with the School’s Equality Policy and Objectives, ensuring these are implemented as relevant to your post.