

JOB DESCRIPTION		
POST TITLE: Family Support Worker (for Schools Services Project)	LOCATION: Schools-based –Shropshire	
HOURS OF DUTY: 21 hours per week Hours to be worked flexibly according to the needs of the service	GRADE: SCP 20 - 22	SALARY: £19,048 - £20,253 (pro rata for part time)
RESPONSIBLE TO: Family Support Services Manager		RESPONSIBLE FOR: N/A
MAIN CONTACTS: <u>Internal</u> <ul style="list-style-type: none"> ◆ Team members ◆ Caritas Staff <u>External</u> <ul style="list-style-type: none"> ◆ Head Teachers and school staff ◆ Parents/guardians and children ◆ Local Authority staff ◆ Relevant external agencies 		
SPECIAL CONDITIONS OF SERVICE: <ul style="list-style-type: none"> ◆ Enhanced Disclosure & Barring Service check required ◆ Must hold a full UK Driving Licence and have the use of a car insured for business use ◆ To work from a number of allocated schools in the Diocese of Shrewsbury ◆ Flexibility of working hours to meet the needs of the service. 		
MAIN PURPOSE OF THE POST: To provide high quality Family Support Services in schools across the Diocese of Shrewsbury.		

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FAMILY SUPPORT WORKER

CARITAS DIOCESE OF SHREWSBURY PRINCIPLES AND VALUES

The post-holder will be required to work within and represent the principles, ethos and values of Caritas Diocese of Shrewsbury, as faith based organisation, in their work.

POLICIES AND PROCEDURES

The post-holder will work in line with the Policies & Procedures of Caritas Diocese of Shrewsbury. They will also be required to ensure that service users/clients, staff and volunteers are treated in accordance with the Equal Opportunities policy of Caritas Diocese of Shrewsbury with particular emphasis on anti-discriminatory practice and the promotion of the rights of children, young people and vulnerable adults.

SAFEGUARDING

The post-holder will be required to ensure that children, young people and vulnerable adults are safeguarded, and must be aware that everyone has a safeguarding responsibility and a duty to refer any safeguarding concerns they may have to their line manager.

MAIN TASKS AND RESPONSIBILITIES

1. To work with pupils referred to the School Family Support Service on a variety of issues, providing a non-judgemental, caring and confidential environment for them to work through their problems and difficulties.
2. To liaise and work with parents and families, sometimes in their homes to ensure that the young person's needs are being met and family issues addressed.
3. To ensure that priority is given to the Safeguarding Policy and Procedures in all work undertaken.
4. To help identify factors affecting an individual pupil's well-being and behaviour in school and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.
5. To work with other agencies and introduce their services to the school if appropriate.
6. To liaise with school personnel and Caritas staff to progress referrals.
7. To promote the School Family Support Service to staff, parents and pupils in the school.
8. To provide advice and guidance to school staff.

9. To maintain appropriate resources, databases and case files (GDPR compliant).
10. To provide regular reports to the individual schools and Caritas and feed back to school staff as required.
11. To maintain efficient and comprehensive referral and recording systems.
12. To attend and actively participate in own supervision, development and annual appraisal.
13. To participate in relevant training and maintain an up-to-date and working knowledge of relevant issues, and to disseminate this information to other pastoral and non-teaching staff. To share learning with Caritas colleagues in meetings and on staff days.
14. To work within all relevant policies and procedures for employees of Caritas. In particular; the Staff Handbook, Safeguarding, Health & Safety and Data Protection Policies to protect the health, safety and welfare of yourself and others.
15. To work within all relevant policies and procedures for employees of Caritas.
16. To organise and deliver group work e.g. Webster-Stratton Parenting Programme, Nurturing Programme or similar.
17. To carry out any other duty, commensurate with the level of the post, as may be determined by the Chief Executive Officer.

PROMOTION AND FUNDRAISING:

As a charity Caritas Diocese of Shrewsbury relies on a certain amount of fundraising. All members of staff are expected to contribute to fundraising activities and to be committed to promoting Caritas Diocese of Shrewsbury at every opportunity.