



Eastbury Primary School

Job Title:	Family Support Worker
Grade:	SO1
Hours:	35 hours per week – term time only
School:	Eastbury Primary School
Reports to:	School Business Manager
Responsible for:	Family support / out of hours provision

Purpose of the Job

To provide support to parents and families including managing the out of hours provision.

Main Activities

- Develop strong trusting relationships with parents and families.
- Deliver and organise parent workshops.
- Develop increased participation in the community.
- Complete an initial assessment of families' needs, to identify, plan and secure support needed to address issues and prevent problems from escalating.
- Develop parents understanding of different education and play strategies.
- Coach, mentor, motivate and engage families to understand the benefits of specific activities.
- Work alongside parents to assess families who need support.
- Ensure communication takes place between all stakeholders and outcomes are monitored and recorded.
- Work alongside the Designated Safeguarding Lead liaising with external agencies to support families and achieve the best outcomes for the children.
- Work alongside DSL maintaining records and reports.
- Attend meetings relating to early help and safeguarding.
- Organise, interview and monitor parent volunteers and work experience students, ensuring all documents are completed for safeguarding.
- Prepare all administration for Nursery, Reception and new arrivals to the school, including collating information from the Local Authority and arranging tours of school.
- Adhere to safeguarding, equality, diversity and inclusion policies, including confidentiality at all times.
- To manage the Breakfast and Afterschool Club - supervising staff, activities, timetables, ensuring that it is a safe and organised provision.
- Provide a range of administrative support as directed by the School Business Manager.

Other Activities

- Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school promoting equality and diversity.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Family Support Worker: Date:

Headteacher: Date: