

Pupil and Family Support Worker

Job Description	
POST TITLE:	Pupil and Family Support Worker
GRADE:	Grade 6
CAR USER:	
LOCATION:	St Anne's and St Joseph's RC Primary School, a Voluntary Academy
RESPONSIBLE TO:	Senior Leadership Team
STAFF RESPONSIBLE FOR:	

JOB PURPOSE: The main objectives to be achieved by the Postholder

To develop and deliver strategies to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning and improve participation in learning and school life; with a focus on attendance.

Expected to work with class teachers in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its adaptation amongst pupils. Would be expected to:

- plan and implement teaching and learning activities to individuals and groups; to undertake supervisory cover for classes as appropriate.
- establish supportive and constructive relationships with pupils, parents, carers and the wider community

MAIN ACTIVITIES: What prescribed duties the postholder will have

Main Responsibilities

- To manage a caseload of pupils and their families as a Lead Professional on TAF plans.
- To facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services.
- To work in partnership with external agencies and internal staff to support behaviour & attendance initiatives, including home visits and vocational visits where appropriate.
- To liaise with senior leaders, support staff, SENCO & teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning, including vulnerable groups.
- To support the identification of alternative provision for pupils with persistent absence.
- To liaise with parents/carers to promote positive engagement from families, and to offer a support network through signposting to the appropriate agency. Undertake home visits to keep parents/carers informed as secure positive family support.
- To provide advice to parents/carers of disengaged or emotionally vulnerable pupils including making home visits & review meetings where appropriate.
- Provide 1:1 and small group support to vulnerable pupils/groups identified by the leadership Team, by offering mentoring support with emotional health, mental health & wellbeing.
- Act as support for vulnerable pupils and support teaching staff with issues they may experience with pupils, helping to smooth the learning process and promote engagement.
- To act as the school representative at TAF Meetings, and any other multi-agency meetings, providing updates on behaviour, attendance, engagement, attainment & barriers to learning.

- To maintain accurate pupil records and prepare written reports and evaluations.

In addition to the following class duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Pupils

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To support pupils who may require assistance with personal care as part of individual healthcare plans

Support for the Teacher

- To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits.

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the school's appropriate person with regard to the ordering supplies and equipment
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities

Additional: To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.	
Prepared by:	RCAT HR Department	Date: Sept 2023

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.