



Family Partnership Worker Job Description

DEPARTMENT:	Clarendon School
POST TITLE:	Family Partnership Worker
CONTRACT:	Term Time Only (39 weeks – 32.5 hours per week).
GRADE:	Scale 5 NJC 12
Responsible To:	Heads of Centre, Designated Safeguarding Lead and Executive Head Teacher .

Purpose and Objectives of Work

The Clarendon Family Partnership Worker will play an active role within the Clarendon School team, working on both sites. This role entails working with senior leaders to identify and support families to reduce barriers to pupil attendance and learning, to help parents and carers to network and to access support from other agencies (which may include financial support, housing and social care), and to work with the designated safeguarding lead, attending some Children in Need and Team Around the Family meetings.

Duties and Responsibilities

Family Support

1. To provide a listening service and supported guidance in areas such as available support groups, form filling, letter writing, leisure activities and claiming disability living allowance.
2. To promote a multi-disciplinary approach to meeting the needs of pupils with a range of learning needs, and their families.
3. To collect information and resources for parents/ carers on services relevant to families of vulnerable children.
4. To liaise with statutory and voluntary agencies or other services as necessary e.g. Social Care, CAMHS, Housing, Crossroads, Transport etc.
5. To organise and host coffee mornings, lead training programmes and workshops for parents and carers as required, and to enable parents to network with each other as appropriate.
6. To attend and contribute to parent's evenings.
7. To make home visits with class teachers where necessary.
8. To attend annual reviews where necessary.
9. Track parental engagement.
10. Support parents/ carers to write section A of the Educational Health and Care Plan when appropriate.
11. Support parents to obtain additional support funding.
12. Provide peer support for other Family Workers in other Trust Schools.

Safeguarding

1. Liaise and update the Designated Safeguarding Leads over any safeguarding issues.
2. To write MASH/ SPA/ EHA referrals when necessary.
3. Attend relevant meetings such as TAC and CiN.

Attendance

1. In liaison with the site admin teams, to monitor pupil attendance
2. To produce attendance data using the school's MIS system prior to meetings, as required
3. To engage and support families in improving their child's attendance as appropriate
4. To attend half termly attendance meetings with senior leaders and the school's EWO

Other

1. To liaise with teachers, teaching assistants, administrative staff, School Nurse and other relevant professionals as and when needed.
2. To maintain accurate and up to date records
3. To contribute to School publications such as the newsletter.
4. All staff are expected to work as a whole School team towards the School Development Plan objectives within a spirit of mutual professional respect and to foster a positive School climate in which all are supported to thrive and learn.

Person Specification

Job Title: Family Partnership Worker

Department: Clarendon School Pastoral

Date: September 2022

	Essential	Desirable
Qualifications and Training		
1 GCSE Maths and English Grade C-A* / Equivalent	Yes	
2. CACHE Level 2/3 Diploma in health, childcare, social care or equivalent qualification		Yes
Experience and skills		
3 Experience of working with or caring for school aged children	Yes	
4 Experience of working with families in a paid or voluntary basis		Yes
5 Experience working with children/young people with SEND		Yes
6 Experience working within a school		Yes
7 Experience working with a variety of different agencies		Yes
8 Ability to relate well to children and young adults	Yes	
9 Experience of working with a variety of different agencies	Yes	

10 Experience and ability in dealing with complex situations involving young people, families and staff and ability to assess families' needs	Yes	
11 Good negotiating and communication skills – verbal, listening and observation	Yes	
12 Ability to work constructively as part of a team, understanding different school roles and responsibilities and your own position within these	Yes	
13 Ability to make independent judgements and exercise initiative within agreed limits	Yes	
14 Organisational ability and accurate record keeping skills	Yes	
15 Ability to use basic ICT and Microsoft Office/Google programs effectively	Yes	
16 Ability to self-evaluate learning needs and actively seek and take advantage of learning opportunities (e.g. attending training, sometimes out of normal working hours)	Yes	
17 Ability to write clear, comprehensive and legible reports.	Yes	
18 Ability to prioritise own workloads and to recognise own coping mechanisms	Yes	
Personal qualities		
19 Willingness to actively participate in the wider life of the school	Yes	
Additional Contractual obligations		
20 Commitment to promoting the wellbeing and inclusion of pupils with learning difficulties	Yes	
21 To be able to easily travel between different school campuses	Yes	