

## Job Description

<b>Job Title:</b>	<b>SEND Family Support Worker</b>
<b>Grade:</b>	<b>Single Status Grade 8 point 20 – Grade 9 point 23 dependent on experience</b>
<b>Responsible to:</b>	<b>SENCO in St Richard's and four feeder schools</b>
<b>Responsible for:</b>	<b>Working across all five schools to support pupils with SEND and their families to attend school, engage with their learning and achieve to their full potential</b>

### **Purpose of the Role:**

St Richard's Catholic College and its feeder primary schools (St Mary Magdalene Primary, Bexhill, St Mary Star of the Sea, St Leonards, Sacred Heart, Hastings and St Thomas a Becket, Eastbourne) are seeking to appoint an enthusiastic, supportive and flexible SEND Family Support Worker to join our dedicated SEND team. This is a new opportunity to work across Bexhill and coastal areas to support children with SEND needs and their families to be attending school, engaging with learning and allowing them to achieve their full potential.

The SEND Family Support Worker will work with referring schools to identify families with children who have SEND and may need additional support to ensure the best possible engagement in mainstream schooling. This will include building confidence in the family to support mainstream schooling being able to meet the needs of their child and may involve particular support around high levels of anxiety impacting school attendance. The Family SEND worker will build relationships with identified families and offer support, guidance and signposting both in and out of school to achieve regular attendance, positive self-esteem, motivation and effective engagement in learning.

To work in partnership with the school to engage and build a relationship with identified families and children with SEND to support with improvements to attendance, outcomes, transition and building confidence of parents that mainstream schools can meet the needs of SEN children. Successful candidates will undertake direct intervention with children and families to overcome barriers to attendance, learning and behaviour.

This role is full time and will require some working during the school holidays. The annual leave requirement is encouraged to be taken during school holidays where possible but this is not directed. The role is flexible and there may be opportunities to work from home if appropriate, however, schools committed to this support will also provide ad hoc support and a regular office may be available depending on the location of the successful candidate. The candidate will be expected to keep Friday afternoons as admin time in a school base so that safeguarding risks can be minimised and staff safety is ensured.

### **Key Tasks:**

We are looking for a motivated individual to:

- Undertake direct interventions with children, young people and their families.
- Work in partnership with parents, carers, educational professionals and external agencies.
- Undertake assessments, arrange and deliver appropriate support and monitor progress.
- Have effective communication across a variety of audiences.

### **Specific Tasks:**

- Contribute to the referral process for families requiring support, identifying needs and prioritising high need pupils and families. Referrals will be made by the feeder schools and St Richard's using specific criteria and will be allocated on needs priority and time order of referral. These will be allocated by the SENCO to the SEND Family Support Worker.

- To hold a case load of up to eight pupils or families at one time, undertaking assessment of need, supporting meetings in school, direct work with parents and carers as well as pupils within school.
- Monitoring progress and contributing to school support planning meetings and risk assessments.
- Demonstrate consistently high standards of practice and build working relationships with pupils and families that put the needs of the pupils at the heart of all decisions and actions.
- Monitor pupil engagement and attendance, identifying barriers to learning and demonstrating a solution focused approach.
- Identify and deliver or refer to support and interventions for pupils to re-engage with learning or reintegrate back into school.
- Liaise with Pastoral Leaders, teaching staff, Form Tutors and Teaching Assistants to provide support for targeted pupils to raise achievement and attendance and overcome barriers to learning.
- Facilitate the sharing of information between school and relevant external agencies and, where appropriate, act as the point of contact for specialist services.
- Work in partnership with external agencies to support learning and intervention, to develop targeted resources for pupils and initiatives to address barriers to learning or attending.
- Record interventions and direct work in a comprehensive, factual and judgement free manner. Recording intervention should happen in a timely manner and all safeguarding concerns must be prioritised.
- Undertake home visits with families to build a relationship and support further positive relationships with school.
- Liaise with parents and carers regularly to facilitate improved attitudes to learning and engagement in school.
- Where required, attend parents evenings.
- Complete Additional Needs Plans to be used by staff in school to identify targeted support for pupils.
- To contribute to SEND snapshots for pupils so that relevant information is shared with staff.
- Support access to transition interventions, such as extra visits, videos, work books and in school sessions to support the transition for Year 6 SEND pupils.
- Where required by the Attendance Officer, to undertake welfare checks for persistently absent pupils with SEND to ascertain their safety when absent and to build a relationship with the parent/carer and the pupil.
- Where safeguarding concerns are present, the SEND Family Support Worker may be required to attend Child in Need meetings in place of the DSL.
- Contribute to the whole school development strategy and implement Pupil Premium strategy for appropriate pupils.
- Monitor and evaluate the implementation of support plans, review and report on progress achieved for the identified SEND pupils who access support.
- Have an awareness of current themes within Mental Health and emotional wellbeing for pupils and for their parents and the impact this can have on engagement and attendance.
- Undertake training with the DSL about what services are available for pupils and parents/carers to access both within school and externally.
- Operate in line with school policies, procedures and relevant standards.

This is a role across five schools with expectations of home visits so the Lone Working Policy will apply.

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**