

JOB ROLE:	Student and Family Support Worker
PAY BAND:	Band 6
HOURS:	37 hours per week/40 weeks per year (term time only plus one week)
REPORTS TO:	Attendance Welfare Manager (Secondary)

Mayfield School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Mayfield School and its Academy committee are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To liaise closely with external agencies including MASH, alongside the Designated Safeguarding Lead and/or Deputies to safeguard and promote the welfare of vulnerable students.

To support the Heads of House in the close monitoring of student welfare and promoting high attendance with all year groups and ability profiles.

To liaise closely with families, pastoral staff and agencies of identified students to improve attendance rates and provide these students with the opportunity to reach their individual potential.

To support the Attendance Welfare Manager, ensuring internal monitoring records are accurate and updated on a daily or weekly basis, as appropriate.

Accountabilities:

To monitor safeguarding referrals from staff, through CPOMS, acting upon and escalating concerns as required.

To continually monitor punctuality and engagement in lessons and support strong relationships between students and staff, promoting relational practice at every opportunity.

To facilitate multi agency working and liaise with other professionals, including the MASH team, to represent the school and student as necessary.

To act as Key Worker to student's who are Children In Care, providing regular contact and monitoring, producing reports, co-ordinating and sharing information and contributing to Children In Care Reviews and creating Personal Education Plans.

To support Heads of House and the Primary Leadership Team to identify the needs of vulnerable students and decide on best practice to meet those needs, making professional referrals as required and assessing students competency.

To lead on Safeguarding Children concerns raised by staff and pupils in accordance with the School Child Protection Procedures, and to liaise with Social Care and the Police, informing the DSL as required.

To act as Key Worker to students who are Child Protection registered, providing regular contact and monitoring, producing reports, co-ordinating and sharing information and contributing to Child Protection Reviews, having input into a student's status on the register.

To provide advice and information to staff of all levels on good practice when dealing with safeguarding concerns and to remain up to date with law and procedures relating to this.

To act as Appropriate Adult and support students who are visited in school by Social Care and the Police.

To provide advice and information to staff of all levels of good practice when dealing with vulnerable pupils and their parents/carers.

To work with families, at times by visiting their homes, to signpost them to a range of universal groups, services and activities on offer; assisting with the provision of targeted intervention to prevent the breakdown of relationships between students, their families and the school.

To lead and develop school wide activities that promotes a positive culture towards behaviour, conduct and safeguarding.

To promote and support good school attendance to enable students to have full access to educational opportunities and assist in removing barriers to learning.

To attend and make good use of professional supervision/consultation.

To keep accurate, up to date records of all individual case studies and provide information and advice to relevant staff on individual cases.

To provide ongoing support for students who are Children In Care, preparing documents for PEPs and ensuring students are encouraged to meet their targets.

To engage with parents/carers of students to promote early intervention, high quality parenting and identify where there are needs as a result of challenging circumstances; including offering and delivering restorative meetings.

To attend staff meetings and whole school events as required e.g. Open Evening, as published annually in the whole school diary.

To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.

To be a Form Tutor and play an active role in promoting the House ethos.

To take responsibility for your own wellbeing.

At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

Signed: _____

Date: _____

Signed: _____

Date: _____