

Job Description

Post: Family Support Worker

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live our mission, values and drivers every day.
- Develop excellent working relationships with our community and parents, managing and promoting engagement in learning and supporting children's development.
- Provide opportunities for families to engage with the academy before their child begins and to establish support where necessary.
- Provide opportunities for families to engage with the academy by sourcing or initiating shared learning opportunities including adult education courses and parenting support.
- Be an active member of the safeguarding team.
- Provide effective administrative support to the academy for attendance and admissions, including completing application forms, responding to routine correspondence from parents, transition and related administration.
- Support teaching staff with home visits for children new to the academy.
- Provide information relating to services, benefits and health to parents as required.
- Support the organisation of events such as parents' evenings and transition events by offering friendly and professional support.
- Work with colleagues trust wide to source funding and grants for family and community support programs.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.