



Family Support Worker Recruitment Pack Contents

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To bridge together the unique qualities of each educational setting within the confederation to the greater benefit of the wider community and the individuals within it

Section A



Dear Applicant,

Family Support Worker Surrey Heath Confederation of Schools

Thank you for your interest in the role of **Family Support Worker** within the Surrey Heath Confederation of Schools. This is seen as a pivotal role in working with children/young people and their families to engage them in the education process.

Thank you for your enquiry regarding the above post. Working together as a local Confederation is an exciting and challenging venture for the whole community in Surrey Heath. The Confederation was formed in 2006 formalising an already close working partnership between schools in the area. Since then collaborative work has gone from strength to strength and the Confederation is keen to continue to maintain this momentum and facilitate the development of further opportunities for local families by increasing our workforce.

If you have any questions before submitting your application, please contact Sarah Sewell, Confederation Project Manager on 07809 397 811. Please also refer to other sections in this pack explaining how and when applications should be submitted, and for further information about the Confederation, to help you decide whether we present the opportunity you are looking for.

Yours Sincerely,

Jan Church

Mrs Jan Church

Chair of the Surrey Heath Confederation of Schools

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Section B



Job Profile:

Post Title : SHC Family Support Worker
Reporting to : Confederation Manager

1. JOB TITLE

Job Title: Family Support Worker (FSW)

Reports to: *Nominated line manager*

Accountable to: *The Head teacher and Governors of the School*

2. JOB PURPOSE

FSW's link into one or more schools to work preventatively with families, children and the school to provide emotional and practical help through early intervention, signposting, support and guidance in times of change and stress. Thus enabling improved attendance and behaviour by reducing family and environmental barriers to learning. A FSW may work with families who are experiencing long- or short-term difficulties and duties would vary depending on the particular needs of the family. The kind of challenges facing your clients include:

- drug or alcohol addiction
- a parent in hospital or prison
- marital or financial difficulties
- a child or parent with a disability.

3. PRINCIPAL ACCOUNTABILITIES:

1. To encourage communication between the school and family, and to ensure good communication with and between colleagues in the school by being visible in the school and community. Encourage parents to attend meetings in school.

2. To help parents with parenting skills and to help improve family relationships. Families would usually be referred to you by a school, and you would work together to address the family's needs by planning and delivering the right type and level of support. Duties may include teaching and encouraging them to:

- develop physical and emotional caring skills
- learn how to educate children through play
- understand the different ways to deal with behavioural difficulties
- gain control of the family budget
- attend local workshops.

This may be achieved through; Family Learning opportunities, parenting classes, transition workshops and special interest seminars for parents.

3. Help to improve attendance and late arrivals by monitoring and offering assistance.

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4. To listen and offer support on problems and issues.
5. To help parents understand the statementing process / other SEN issues.
6. To help families / the child /the School access grants and information.
7. To carry out Home Visits to support families/children, providing outreach support to families in line with School and County procedures on the basis of:
 - Needs of children and families and requests for support
 - Priorities and needs that the School / Steering Group have identified
8. To help families / children access other services, referring where appropriate. Work closely with other agencies ensuring that follow-up work is done and all concerned are well informed.
9. Promote healthy living. Assist the school nurse and doctor, ensuring appointments are kept and parents given consent or attend.
10. To work within an Equal Opportunities and anti-discriminatory framework.
11. To actively network with other FSW's in Surrey Heath.
12. To attend and participate in training to ensure professional development and competence.

End

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**FAMILY SUPPORT WORKER –
PERSON SPECIFICATION**



Education, Training & Work Qualifications		Method of Assessment
Essential	Desirable	
Numerate and literate to GCSE or equivalent standard	Training in community work, counselling skills, or similar Training in facilitating parenting groups	Application Form Certificates
Knowledge		
Essential	Desirable	
Local knowledge about the area and local services. Practical knowledge and understanding of child development and the needs of children	'Every Child Matters; Children Act' Relevant qualifications may include: <ul style="list-style-type: none"> NVQ levels 2, 3 and 4 in Children's Care, Learning and Development NVQ levels 2, 3 and 4 in Health and Social Care BTEC National Certificate/Diploma in Children's Care, Learning and Development CACHE Certificate or Diploma in Child Care and Education. 	Application Form Interview
Skills and Abilities		
Essential	Desirable	
<ul style="list-style-type: none"> the ability to communicate sensitively and effectively with children and adults the ability to build good working relationships with families who may be initially hostile a non-judgmental approach a commitment to supporting people in difficult circumstances empathy, patience and good listening skills the ability to stay calm under pressure good time management and organisational skills including appropriate record keeping. a flexible approach good team working skills ability to facilitate discussion and lead small group sessions Able to work with other professionals Work independently of others 		Application Form Interview
Relevant Experience		
Essential	Desirable	
A background in either Health, Social Care and or extensive experience of working with parents and families	Experience of working within a school	Application Form Interview

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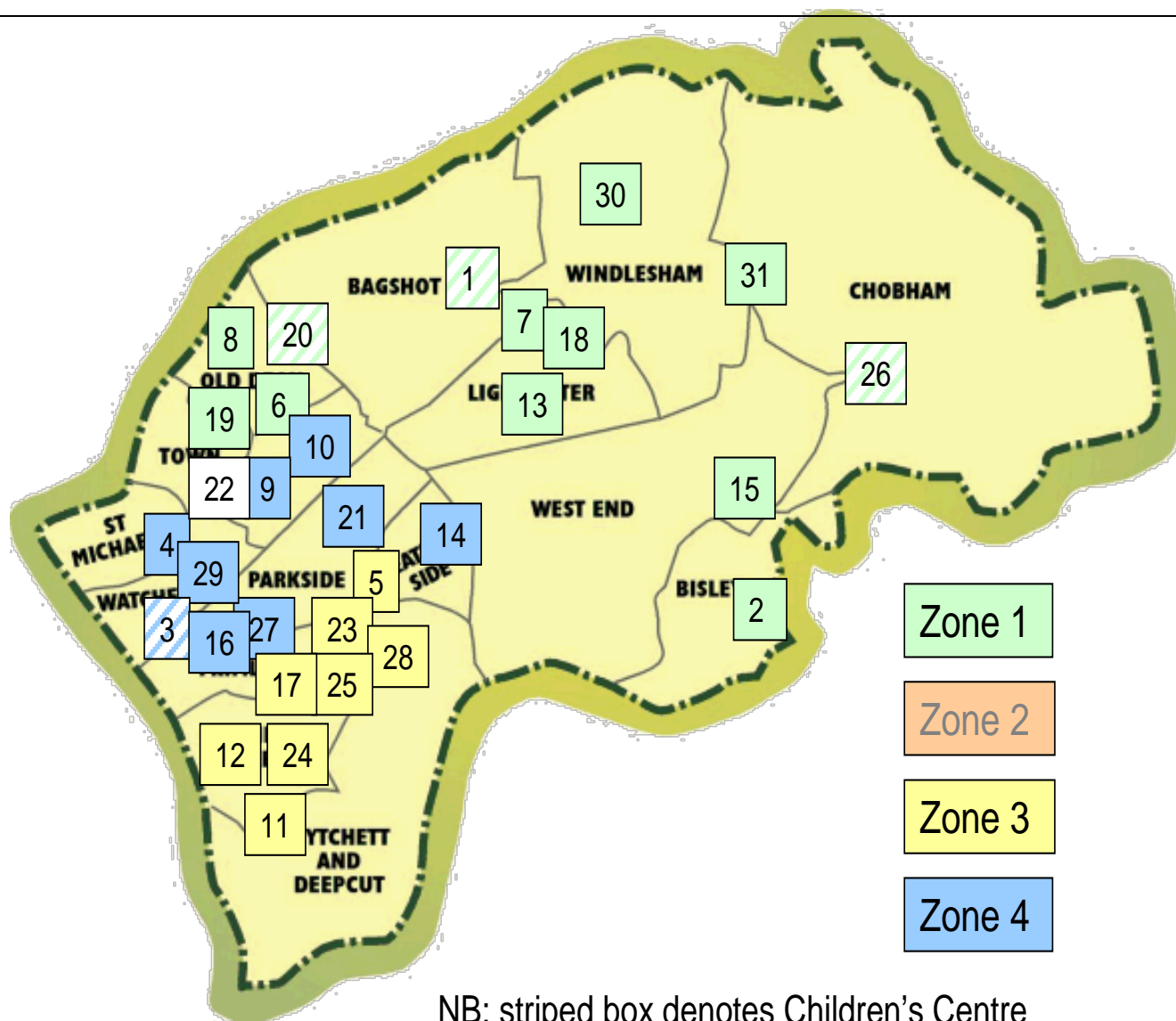
Section D

Surrey Heath Confederation of Schools



SURREY HEATH CONFEDERATION

<p>Zone One:</p> <ol style="list-style-type: none"> 1. Bagshot Infant School 2. Bisley C of E Primary School 7. Connaught Junior School 13. Hammond Community Junior School 15. Holy Trinity C of E School 18. Lightwater Village Infant School 26. St Lawrence C of E Primary School 30. Windlesham Village Infant School 31. Valley End C of E Infant Sch 6. Collingwood College 8. Cordwalles Junior School 19. Lorraine Infant School & Nursery 20. Pine Ridge Infant School & Nursery School 	<p>Zone Three:</p> <ol style="list-style-type: none"> 5. Carwarden House 11. Cross Farm Infant School 12. Frimley C of E Junior School 17. Lakeside Primary School 23. Ravenscote Junior School 24. Sandringham Infant School & Nursery 25. St Augustine's Catholic Primary School 28. Tomlinscote School and Sixth Form 	<p>Zone Four:</p> <ol style="list-style-type: none"> 3. Bristow Infant School & Nursery 4. Camberley Infant School & Nursery 14. Heather Ridge Infant School 16. Kings International College 21. Prior Heath Infant School 27. The Grove Primary School 29. The Watchetts Junior School 9. Crawley Ridge Infant School 10. Crawley Ridge Junior School
<p>22. Portesbery Special School – given the unique nature of the school and its work Portesbery will not be aligning with a particular zone but will continue to be represented at Confederation Business Meetings and on the Confederation Steering Group.</p>		



NB: striped box denotes Children's Centre



Family Support Worker Surrey Heath Confederation of Schools

Instructions for Candidates

Method of Application

Please complete the enclosed application form either by hand or electronically. Curriculum Vitae will not be considered.

Mrs Sarah Sewell, c/o Cordwalles Junior School, Berkshire Road, Camberley, Surrey, GU15 4DR or by Email to shc.pmanager@gmail.com

Please put: 'Confederation Family Support Worker' on the reverse of the envelope or as the subject title on Email. The closing date for receipt of applications is **3.00pm on Thursday 18th March 2010.**

Short-listing

This will take place on Monday 22nd March 2010. Short-listed candidates will be informed that day if they have secured an interview and receive full details of the schedule and any preparation they need to make.

Confidential references will be taken up at this point.

Interviews

These will be held on **Tuesday 30th March 2010** venue to be confirmed.

Candidates will be expected to be free on this date and bring the following to the interview:

- photo evidence of identity (passport or photo-driving licence) & paper copy UK driving licence

Thank you

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