

**ROCHDALE BOROUGH COUNCIL**

**SCHOOL: Redwood School**

**JOB DESCRIPTION**

<b>Job Title:</b>	Schools Based Family Worker
<b>Grade:</b>	Grade 6 (SCP) 19-24
<b>Responsible to:</b>	<b>Safeguarding Lead</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Hours of Duty:</b>	<b>37 Hours</b> Mon-Thurs 8.30am-4.30pm, Fri 8.30pm-4pm <b>TTO + 2 Weeks</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• The Postholder may be required to attend evening and weekend meetings</li><li>• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>• <b>Annual Leave Term Time Only</b> – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul>
<b>Values and Behaviours</b>	Approach the job at all times using the Rochdale values: <ul style="list-style-type: none"><li>➤ Proud</li><li>➤ Passionate</li><li>➤ Pioneering and Open</li></ul> <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
<b>DBS Disclosure Level:</b>	Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Organisational Chart:**



## **PURPOSE AND OBJECTIVES OF THE JOB**

1. To provide effective programmes of work with children and families within the school.
2. To manage the work effectively and efficiently, prioritising time and responding to urgent needs.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health and Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

### **Relationships (Internal and External)**

- |           |    |   |
|-----------|----|---|
| Internal: | 1. | School staff.                             |
|           | 2. | Senior managers.                          |
|           | 3. | Governors.                                |
|           | 4. | Volunteers                                |
|           | 5. | Pupils.                                   |
|           | 6. | Users of the School.                      |
| External: | 1. | Parents/carers.                           |
|           | 2. | Staff in other schools and within the LA. |

## **RESPONSIBILITIES:**

### **The postholder must:**

1. Perform his/her duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## **PRINCIPAL DUTIES**

1. To plan and implement programmes of agreed work with children/young people, primarily aged 3-11, and their families.
2. To contribute to the assessment process for children and young people referred.
3. To provide a range of effective services to children/young people and their families:- advice and information, direct work services with children/young people 0-16 and their parents/family members, and access to a range of other resources.
4. To review and adjust work programmes to reflect the needs of children/young people and their families and in line with effective practice.
5. To liaise with, and work collaboratively with, other Service and agency colleagues.
6. To ensure case records are maintained in relation to the work done and to provide reports about the work undertaken to a variety of audiences.
7. To contribute to the monitoring and evaluation of the services provided and ensure the information is recorded about the activities of the postholder and the service.
8. To provide support to children and families referred via the host school(s).
9. To provide advice and guidance to families referred by the host school(s) to ensure that they are effectively directed towards specialist services where appropriate.

## **SECONDARY DUTIES**

1. To participate in training and staff development events/initiatives.
2. To contribute to the development of the team members and students on placement.
3. To attend meetings and conferences as and when necessary.
4. To provide case presentations as and when necessary.
5. To participate fully in supervision/team briefings and meetings.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or his/her nominated representative) from time to time in consultation with the postholder and if he/she so wishes with his/her Trade Union representative.
7. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_