



Location:	Capella House, Egerton Road, Twickenham TW2 7SL
Post title:	Family Partnership Worker
Contract:	Part Time - Term time only
Grade:	Scale 5 Scale Point 22 to 25
Hours of duty:	7.5 hours per week 40 weeks per year
Line manager:	Headteacher
Reports to:	Headteacher

Purpose and objectives of role

- Maintain a welcoming environment for parents and carers in school
- Promote a multi-disciplinary approach to meeting the needs of children and families.

Duties and responsibilities

- Organise and lead training programmes and workshops for parents and carers as required. This part of the role will also include organising social events for parents to get together e.g. coffee mornings and ensuring that the family partnership rooms are kept stocked with refreshments and appropriate leaflets etc.
- Assist parents and pupils with information and advice on issues including:
 - a) Support Groups
 - b) Completing forms
 - c) Leisure Activities including Youth Club
 - d) Claiming Disability Living Allowance
 - e) Other benefits i.e. Carers Allowance, Free School Meals
 - f) Making referrals to statutory and voluntary agencies
- Represent the school at Child in Need, Team around the Child and other safeguarding meetings, in liaison with the designated safeguarding leads, co-ordinating the school's response and reporting back as required.
- Liaise with statutory and voluntary agencies or other services as necessary e.g. Welcare, Social Care, CAMHS, Housing, Crossroads, Transport etc.
- Collect and distribute as necessary, information for parents on services relevant to families of vulnerable children.
- Liaise with teachers, teaching assistants, administrative staff, therapists and other medical professionals.
- Collect and collate statistics for annual reports e.g. OFSTED inspections, best value etc.



Job Description and Person Specification

- Maintain suitably detailed records and a commitment to confidentiality.
- Liaise regularly with other FPWs working within the Auriga Academy Trust and beyond.
- Provide support for Family Therapy Groups as required.
- Attend Parent evenings and other functions as required
- Work with Capella House Friends Association to develop parental engagement.
- Carry out other duties appropriate to the grade of the post as requested by the Headteacher.

Person Specification

Qualifications and Training
GCSE English and Maths or equivalent
Knowledge of child protection and safeguarding issues and have, or be prepared to gain level 2/3 safeguarding training
The post holder will be required to travel between sites
Experience and skills
Has good written and verbal communication skills, including the ability to listen
Ability to work with a wide variety of people and professionals. This role will involve working with parents/carers, teachers, children and young people with special educational needs, outside agencies.
Has good organisational skills and can manage time effectively
Experience of dealing with statutory and voluntary agencies or similar
Demonstrates the ability to be proactive, to be solution focused and to use initiative
Demonstrates the ability to manage and diffuse challenging situations
Personal Attributes
Demonstrates empathy and sensitivity with families and young people with complex difficulties
Ability to remain non-judgemental
Ability to maintain confidentiality and to ensure that GDPR requirements are met
Demonstrates reliability