



Job Description

Well-being and Family Support Assistant

Post title: Well-Being and Family Support Assistant

Accountable to: Inclusion Leader

Job Purpose:

To work alongside the Inclusion Leader and teachers to provide support for individuals, small groups and for families to help meet social, emotional needs and overcome barriers to learning, enabling pupils to have equal access to educational opportunities and reach their full potential.

Liaising with

Teaching Staff, Senior Leadership, Learning Support Assistants, HLTAs, external agencies and parents /carers.

Working time

Term time - 25 hours weekly

KEY FUNCTIONS

Develop a holistic approach to meeting Social, Emotional and Mental Health needs, enabling learners to make good progress by working with teachers, other support staff, families and liaising and co-ordinating with external agencies.

Work with the Inclusion Leader to identify target children, plan, implement and evaluate appropriate interventions and support and share strategies for use within the classroom.

To assist meeting the needs of identified pupils through the development and implementation of support plans for identified pupils.

To deliver extra-curricular activities which promote learning, good behaviour, social skills and well-being.

To assist where and when necessary with the induction of pupils.

To support with the writing, monitoring and evaluation of EHFSA (Early Help Family Support Assessments) for identified families.

To be responsible for admin relative to tasks completed ensuring that accurate and detailed records are kept of work with students, meetings and discussions with parents and external agencies.

To track the progress of identified students and monitor the impact of interventions, providing detailed and regular feedback to the Inclusion Leader, class teacher and other relevant professionals.

To develop and enhance expertise in supporting students by attending training and working alongside relevant internal and external professionals.

To sustain an active engagement with families of identified pupils to help them explore issues and make changes in areas that may be affecting their child's learning and development.

To support families to meet the needs of their children through information sharing within targeted sessions one to one and small groups and delivering workshops either alongside the Inclusion Leader or independently.

To work in partnership with other agencies and support staff to help pupils and their families to overcome their difficulties.

Personal Specification:

Qualifications	Essential	Desirable
<ul style="list-style-type: none">• GCSE C+ equivalent English and Maths	x	
<ul style="list-style-type: none">• A' Levels		x
Experience		
<ul style="list-style-type: none">• working with primary aged pupils 1-1 and groups	x	
<ul style="list-style-type: none">• working with adults e.g. delivering workshops		x
Skills / Abilities / Attributes / Knowledge		
<ul style="list-style-type: none">• excellent communication and listening skills	x	
<ul style="list-style-type: none">• the ability to analyse problems and devise solutions	x	
<ul style="list-style-type: none">• assertiveness in dealing with pupils, parents and fellow professionals	x	
<ul style="list-style-type: none">• determination to see problems and solutions through to the end	x	
<ul style="list-style-type: none">• the ability to empathise	x	

<ul style="list-style-type: none"> • a non-judgemental approach 	x	
<ul style="list-style-type: none"> • organisational and time management skills 	x	
<ul style="list-style-type: none"> • the ability to relate to children and adults 	x	
<ul style="list-style-type: none"> • the capacity to motivate and act as a role model 	x	
<ul style="list-style-type: none"> • knowledge of the rights and responsibilities of parents 	x	
<ul style="list-style-type: none"> • negotiation skills 	x	
<ul style="list-style-type: none"> • flexibility and adaptability, as well as the ability to work well under pressure 	x	
<ul style="list-style-type: none"> • report writing skills and the ability to maintain accurate records 	x	
<ul style="list-style-type: none"> • a commitment to equality and diversity 	x	
<ul style="list-style-type: none"> • an understanding of confidentiality and the handling of sensitive information 	x	
<ul style="list-style-type: none"> • An eagerness to gain experience, expertise and professional development through this position 	x	
<ul style="list-style-type: none"> • a commitment to safeguarding 	x	