



Sage Community Enterprise

Coopers Lane School House, Pragnell Road, London SE12 0LF
Tel 020 8851 1113 Fax 020 8851 6123
www.sageeducationaltrust.org

Chair: **Ms. B Fitzsimmons**

Director: **Ms D. Davison**

JOB DESCRIPTION

Designation: Casual Support Worker **Grade:**
Reports to (Designation): Sage Director **Salary:**

Main Purpose of the job:

- Work within the framework of Every Child Matters to achieve good outcomes for families in Downham and Bellingham
- Work as part of the Sage Family in Partnership team and in partnership with other agencies and providers
- Provide support as specified for community based outreach services to prevent families being at risk of social exclusion
- Support Sage's home visiting service and family plans to support the most vulnerable children and families
- Support parents/carers to access the range of education, health and specialist services in Lewisham for the benefit of their children

Summary of Responsibilities and Personal Duties:

PERSONAL DUTIES

To work within the Every Child Matters Framework

To follow up on the Senior Family support worker's action plan to support parents/carers with additional needs in order to promote the health and well being of the family as a whole

To follow up on the Senior Family Support worker's action plan to support a home visiting service, tailored to meet the needs of our most vulnerable families, working



collaboratively with other partners in a holistic manner to ensure the best outcome for the family

To assist the Senior Family Support worker to work in partnership with parents to develop their skills and understanding of the emotional social well being of their children

To assist the Senior Family Support worker in ensuring that information, in a range of formats, on local activities, training opportunities and services is available to all parents/carers

To assist the Senior Family Support worker in collating information on local community resources and services that will be of benefit to children and families

To assist the Senior Family Support worker in co-facilitating groups for parents and children to support children's learning and development needs and build parenting capacity

To assist the Senior Family Support worker in working along side parents/carers, in a sensitive non judgemental way to successfully engage with them

To assist the Senior Family Support worker in working collaboratively with both internal and external colleagues and partners in order to meet the needs of particular hard to reach groups in the area

To assist the Senior Family Support worker in signposting to other agencies as appropriate e.g. CAB, JCP, and Children's Information Service

To write reports as required

To participate in Sage community events

To carry out such other duties, commensurate with the nature and grade of the post, as may reasonably be required.

To carry out the duties of the post with due regard to Sage's Equality and Diversity policy.

All employees are required to participate in the Performance Evaluation System (PES), and to undertake appropriate training and development identified to enhance their work.





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Person Specification

Job Title: **Support Worker**

Grade: **Scale 4**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Category	Requirements
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Skills and Aptitude

- | | |
|-----------------------------|----------|
| • Good communication skills | S |
| • Organisational skills | |
| • Client Care. | S |

KNOWLEDGE

- | | |
|--|----------|
| • Knowledge of the Every Child Matters framework | S |
|--|----------|

APTITUDE

EXPERIENCE

- | | |
|------------------------------|----------|
| • Working with the community | S |
|------------------------------|----------|

GENERAL EDUCATION

No specific requirement.

PERSONAL QUALITIES

Ability to maintain good relationships and work effectively with people at different levels inside and outside the organisation.



CIRCUMSTANCES Must be prepared to work within flexible hours to suit the needs of the service and clients.

EQUAL OPPORTUNITIES Understanding of equal opportunities issues as they may impact on the job. **S**

CHILD PROTECTION Up-to-date and current understanding of the policies and procedures **S**

Commitment to implement the Trust's Equal Opportunities Policies. **S**

