



**Farney Close School,**

**Bolney Court, Bolney, West Sussex, RH17 5RD**

**Job Description v2**

**Job Title:** School Social Worker

**Responsible to:** The Head of Behaviour and Attitudes.

**Main purpose:**

To be the designated member of staff for Children Looked After, pupils previously Children Looked After and those who have had or require other social care input.

To take a leadership role in promoting the educational achievement of all those children and young people on our school's roll, and ensuring that their personal, emotional and academic needs are prioritised.

Oversee and support pupils on a Child Protection plan, Child in Need plans, post Adoption Support plan and Early Help plans.

The post holder will be a qualified Social Worker s/he will also be the central point of initial contact within the school for the external agencies working with these young people.

**Duties and responsibilities:**

**Ethos and culture**

- Contribute to the development and review of whole-school policies and procedures so that they empower Children Looked After, and previously Children Looked After children and those who have had or require other social care input, (for example, procedures such as induction and transition arrangements)
- Promote a culture in which Children Looked After, Children previously Looked after and those who have had or require other social care input:
  - Prioritised for academic support
  - Encouraged to actively participate in school life
  - Supported to aspire to and succeed in accessing further and higher education or highly skilled jobs
  - Able to take ownership of their learning and have opportunities to discuss their progress
  - Able to discuss difficult issues (such as SEN, bullying, attendance and family and household concerns)

### **Teaching and Learning:**

- Liaise with teachers on behalf of the children and their parents and/or carers to support their learning and educational progress
- Set high expectations of those Children Looked After learning, and ensure teachers set targets that accelerate progress
- Advise teachers on differentiated teaching strategies appropriate for Children Looked After or Children previously Looked After.
- Ensure that the SEN code of practice, as it relates to Children Looked After, is being followed
- Where any Children Looked After have an Education, Health and Care (EHC) Plan, monitor the pupil's personal education plan (PEP) to ensure it works in harmony with the EHC plan to set out how their needs are being met.
- Chair EHC plan annual reviews for Children Looked After, those on a Child In Need Plan, an Early Help plan and those on a Child Protection Plan.

### **Working with staff:**

- Ensure that they themselves, and other school staff, have strong awareness, training and skills around the specific needs of Children Looked After, Children previously Looked After and those who have had or require other social care input as to how best to support them.
- Work as part of the school's designated safeguarding team to ensure any safeguarding concerns regarding these young people are quickly and effectively responded to.
- To liaise with the Senior Leadership team before and after meetings, sharing information and updating.
- To liaise with the relevant link worker and tutor before and after meetings, sharing information and updating.
- To be available for formal supervision arranged by the line manager and to participate in annual appraisals.

### **Working with children:**

- To establish and maintain positive working relationships with children during their waking day.

### **Working with carers, parents or guardians:**

- Promote good home-school links
- Support progress by ensuring effective communication with carers, parents or guardians
- Ensure carers, parents or guardians understand:
  - The potential value of one-to-one tuition and are equipped to engage with it at home
  - How the school teaches skills such as reading and numeracy

- Encourage high aspirations and working with the child to plan for their future success and fulfilment

### **Working with external agencies:**

- Build and maintain relationships with other professionals, in particular the virtual school head (VSH) and the placing authority's SEND department, to ensure the school responds effectively to its young people' needs
- Work with relevant professionals, including the VSH, to ensure that they (the designated member of staff) and other school staff have the skills to identify signs of potential mental health issues among Children Looked After and Children previously Looked After and those who have had, or require, other social care input, and know how to access further assessment and support where necessary.
- To attend Child Protection Conferences and Core Group meetings as delegated by the school's Designated Safeguarding Lead.
- To attend, record and report on all meetings in relation to the care and education of Looked After Children, Children in Need, and young people on a Child Protection plan.
- Work with relevant professionals, including Social Workers and school staff, to develop, monitor and review those Children Looked After personal education plans.
- To maintain a working knowledge, practice, and understanding of legislation and regulation in relation to Children Looked After Children on a Child Protection Plan, Children in Need and Children on an Early Help Plan.
- To coordinate the dates for all meetings regarding for children at Farney Close, ensuring that such dates do not clash with other meetings being held at the school and wherever possible link together i.e. LAC and PEPs and reviews of Education, Health and Care Plans.
- Meet with a member of the West Sussex Early Help team each term to discuss young people on an early help plan and research resources that may be of benefit to the school, its young people and parents / carers.

### **Other Duties:**

- To be part of the Safeguarding team and report back as appropriate following attending any professional meetings.
- To advise others on the efficient and effective spending of allocated, additional funding or those in receipt of Pupil Premium.
- To attend any internal and external training courses as directed by the Head of Behaviour and Attitudes.
- To carry out home visits for CLA, CIN and CP Plan children and those who have had or require other social care input, wherever and whenever appropriate.
- To carry out such other duties appropriate to the post as may be designated by the Safeguarding Team.

### **Professional Standards and Conduct**

- Act as a role model for professional standards, conduct and values.
- Ensure all staff comply with the school's Code of Conduct.
- Uphold confidentiality and professional boundaries at all times.

### **Health and Safety**

- Ensure safe working practices in line with Health and Safety and Safeguarding policies.
- Promote the wellbeing of students and staff.

### **Equality, Diversity and Inclusion**

- Promote equality of opportunity and inclusive practice across the school.
- Ensure behaviour systems do not disadvantage any group and support individual needs.
- Celebrate diversity and support students and staff to express their individuality.

### **General**

- Act as an ambassador for Farney Close School at meetings and events.
- Undertake ongoing professional development.
- Attend supervision and leadership meetings as required.
- Undertake duties reasonably consistent with the role as directed by the Principal or Trustees.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Feb 2026**