

**Family Support Worker**

**Job Application pack**

Dear Applicant

Thank you for your interest in the post of Family Support Worker at Walton-le-Dale High School from as soon as possible.  I hope that our website [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk/) will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school.  It is a school where the students and staff know each other well.  Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed many times since. We currently have Flagship status for the Inclusion Mark, and this reflects the importance of this to our ethos.

This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it.  The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. A great education is more than exam results and I believe our success is also reflected in the way our students turn out after 5 years at Walton-le-Dale. Everyone in the school works hard to make this happen.

Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social, and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer.  We place a strong emphasis on trying to deliver a curriculum which is relevant and appropriate to our students.  The school offers Key Stage 4 students a wide variety of options for a relatively small school.   These curriculum developments are matched by a very strong focus on teaching and learning as part of our current school improvement plan.

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common.  Our team of pastoral and learning support staff is exceptionally strong, with Progress Co-ordinators responsible for year groups across the school.  We have a team of 14 teaching assistants at various levels and we are extremely proud of the work that we do to support our students based on need.  Individual continuing staff professional development is a strong focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

I have been recently appointed as Headteacher and have found the students and staff most welcoming. The school really does have a family feel, with a very supportive staff team and has great capacity for further improvement. This is a school where you can make a real difference and have a significant impact. If you believe you have the energy and drive to help us improve our provision further, we would love to hear from you.

**Closing Date: Tuesday 7th May 2024**

**Shortlisting and candidate notification: Friday 10th May 2024**

**Interview Date: Week commencing 13th May 2024**

Best wishes



Vicky Ardern

Headteacher

**Family Support Worker**

**Required: As soon as possible**

**REPORTING TO: Deputy Headteacher – Student Support**

**CLOSING DATE: 12noon Tuesday 7th May 2024**

**ACTUAL SALARY: £22544 - £25840 Grade 6 points 11 - 19 term time + 1-week 37hrs per week 8.30am – 4.30pm.**

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff.  Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. To make the best provision for our students we recruit and develop exceptional staff.

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| **The successful candidate will:** |

* Working directly with pupils and their families to provide support to overcome particular obstacles to learning in relation to wellbeing, behaviour, or attendance.

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| **Why work at Walton-le-Dale?** |

**will:**

Everyone who applies to work with us does so because of the ethos of the school (<https://waltonledale.lancs.sch.uk/about-us/vision-and-values>). We trust staff, whatever their role, to do their very best for our students and we focus on individual professional development as the best way to develop exceptional provision.

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| **How to Apply** |

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Please consult the application pack for further information, available at [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk)

Completed application forms should be submitted to [l.hodgson@waltonledale.lancs.sch.uk](file:///%5C%5Cstorage%5CHodgsonL%24%5CProfile%5CDownloads%5Cl.hodgson%40waltonledale.lancs.sch.uk).

Closing date for applications is **12 noon on Tuesday 7th May 2024**, however we reserve the right to withdraw the vacancy at any time.

Interviews are scheduled to take place week commencing **Monday 13th May 2024.**

**
Family Support Worker**

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| Job Description |

**POST TITLE: Family Support Worker**

**RESPONSIBLE TO:** Deputy Headteacher – Student Support

**LINE MANAGEMENT:** N/A

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| Overall Purpose of Post |

* Working directly with pupils and their families to provide support to overcome particular obstacles to learning in relation to wellbeing, behaviour, or attendance.

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| Specific Responsibilities |

**Accountabilities/Responsibilities – appropriate for this post:**

**Key duties**

1. Liaise with relevant staff (teaching and non-teaching) to assess and provide particular support to targeted pupils to improve attendance and enable them to overcome barriers to learning
2. Identify the needs and assess those pupils requiring extra support and support the development of individual action plans for targeted pupils
3. Work in a one-to-one relationship with targeted pupils to implement an action plan
4. Work with parents / carers to help address poor performance/attendance/behaviour
5. Follow up lack of response to first day contact and other contacts by undertaking home visits to keep parents/carers informed and secure positive family support
6. Monitor the implementation of plans and report on progress achieved, support the re- integration of pupils who are persistently absent or are following an alternative timetable
7. Provide extra support to pupils and their parents / carers through knowledge of a range of activities and opportunities available to them
8. Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning and attendance
9. Maintain accurate and factual pupil records and prepare written reports and evaluations which could be used in evidence in legal interventions
10. Complete relevant referrals to outside agencies for example. CAFs, EHA
11. To be the Lead professional at relevant meeting TAF meetings
12. To attend meetings when required to support students
13. Work with the Attendance Manager and Safeguarding Officer to identify students requiring home visits and further intervention.

**Individuals in this role may also:**

1. Supervise other learning mentor staff
2. Support the transition of pupils between phases
3. Contribute to the development of activities to encourage family involvement in the school

To provide support in a relevant professional area or oversee and co-ordinate the

1. provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team

 **Role holders may be responsible for**:

1. ▪ The allocation of work to a small group or team; or
2. ▪ Accounting for expenditure from agreed budgets; or
3. ▪ Overseeing the administration of support systems and processes; or
4. ▪ Undertaking specialised service support activities; or
5. ▪ Providing service and situation specific advice and guidance; or
6. ▪ Using specialised equipment.

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| **Notes** |

* To undertake any other duty as specified by STPCB not mentioned in the above.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
* All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
* The successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities.
* The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS

*This job description, and associated responsibilities, is subject to annual review.*

*January 2023*

**
Family Support Worker**

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| Person Specification |

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A good general education, with GCSE’s (or equivalent)
* Evidence of basic administration skills and ICT skills
 | * Evidence of further professional development / qualifications
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| **Knowledge & Skills** | * Establish successful relationships at all levels and have good communication skills both verbal and written
* Ability to work as part of a team
* Willingness to undertake training related to aspects of the Job Description
* Willing to undertake an emergency first aid certificate
* ICT literate
* Ability to work as part of a team
* Good communication skills
 | * To be aware of Child Protection policy/procedures
* Awareness commitment to Equal Opportunities
* To be able to work in partnership with students, parents, schools, and other agencies
* To be able to manage change in a supportive environment
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| **Experience** | * Have worked in a school environment
* Recent successful work with children
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| **Personal Qualities** | * Ability to relate well to students, staff, parents etc.
* Pleasant and lively personality
* Smart appearance
* Excellent communication skills
* Articulate & Flexible within school
* Commitment, enthusiasm, and integrity
* Sense of humour
* To take part in school life, attendance at Open Evenings etc
* Assertive / Persuasive
* Resilience
* Self – confidence, self-reliance, Self-motivation
* Ability to prioritise & manage time effectively
* Ability to follow things through to a conclusion
* Ability to relate to students, staff, parents etc
 | * Risk-taker
* Desire to seek further promotion
* Willingness to contribute to other aspects of school life
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