

Candidate application pack



**Lord Street
Primary School**

**Family Support
Manager and DSL**

A message from the headteacher



We are a school in the heart of Colne who strive to ensure our pupils receive an excellent educational experience.

Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

Hayley Walsh
Headteacher

A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

John Tarbox
Chief Executive Officer

Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

Ambition

Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

In Action: We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

Collaboration

Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

In Action: Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

Trust

Integrity, transparency, & accountability

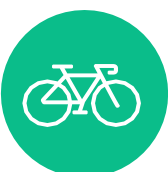
- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

In Action: We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

I hope this website gives you a flavour of our Trust and each of our schools, as well as details of how to contact me or other members of our team should you wish to know more or are interested in collaborating with us in any capacity.

Staff benefits



**Bike 2 work
scheme**



**CPD
opportunities**



**Employee
assistance
programme**



**Local
discounts**



**Occupational
health support**

Safeguarding statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



Family Support Worker and DSL

Salary Range: £32 061 - £36,363 Grade 7 SCP 19-25
Contract Type: Term Time plus 3 weeks
Contract Term: Permanent
Start Date: ASAP
Closing Date: 30th September 2025



We are seeking to appoint:

An experienced Family Support Manager and Designated Safeguarding Lead with an outstanding track record, to lead our pastoral and welfare team

Apex Collaborative Trust

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Why choose Lord Street Primary School?

- An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Excellent professional development opportunities.

We are looking to recruit an individual:

We are seeking to appoint an experienced Family Liaison and Designated Safeguarding Lead with an outstanding track record to work in partnership with parents, children and their families.



Job Description

POST:	Family Liaison Manager and DSL
GRADE:	Grade 7 (SCP19-25)
TERM TIME / FULL YEAR	Term time plus 3 weeks
HOURS/DAYS	37 hpw / Monday to Friday
CONTRACT TYPE	Permanent
RESPONSIBLE TO:	SENCO
JOB PURPOSE:	<p>The core focus of this job is to be the Designated Safeguarding Lead and to work in partnership with parents, children and their families who experience difficulties accessing education due to attendance/behaviour or family difficulties and are at risk of social exclusion and to improve outcomes for all children, young people and families.</p> <p>This role will oversee the Attendance Manager and liaise with families to provide support and guidance in order to increase the attendance of those who need it.</p> <p>Works and communicates closely with children and their families to engage with them to support school attendance and children missing from education, exclusion, behaviour and transition.</p> <p>As the DSL the role will include taking lead responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.</p> <p>They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.</p> <p>Context:</p> <p>Works and communicates closely with children, young people and their families to engage with them to support school attendance and children missing from education, exclusion, behaviour and transition.</p> <p>As the DSL the role will include taking lead responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.</p> <p>They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.</p>
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none"> • To work in partnership and offer non-judgemental support to Families parents/carers, pupils, school staff and other agencies • To collaborate with the attendance manager and carry out home visits as and when required. • To be lead DSL in line with KCSiE requirements. • To train & develop staff in line with KCSiE. • To encourage & assist parents/carers to develop a positive relationship with the school • To be accessible to parents/carers and children, in school or at their home, as appropriate • Develop and maintain effective working relationships with parents/carers. 	

	<ul style="list-style-type: none"> • Support parents/carers in sustaining and developing their parenting skills, encouraging them to access parenting programmes where appropriate • To develop Parenting Agreements/Contracts in collaboration with the Attendance Manager and in line with the Attendance Policy • To engage with parents/carers to promote self esteem and self confidence • Offer early Intervention and preventative support to parents/carers and young people • To support families in line with our Early Help Offer • To work with children on social interaction skills, risky and emotional behaviour, and to support and promote engagement • To promote and encourage equal opportunities in education and to support young people and families to communicate their wishes in the educational setting so that they can gain optimum benefit from the service; • To manage and promote emotional wellbeing via planned intervention with young people and their parents/carers; • To identify and support young carers • Liaise with SENCO to ensure specific health needs are met. • To undertake both group work and regular one to one sessions with young people and families to develop and enhance parenting skills, and build relationships using evidence based models of intervention • To support the school in implementing strategies to improve behaviour and anti-bullying • To provide support to children and families at risk of exclusion. • To assist the school to reduce exclusion rates; • Support excluded pupils to continue with their school work and build a plan for reintegrating the pupil back into school on return • Responsible for raising levels of attendance and punctuality by working with the families to ascertain the causes of the absences and implement plans to resolve the situation • Under the direction and support of the SENCO to lead the pastoral provision • To Lead in the co-ordinating and delivery of parent Information sessions including transition • To support short term intervention packages to reduce isolations/exclusions • Policy writing, to ensure Policies are written and kept up to date. • To work with families to prepare, produce and develop achievable action plans to enable them to move forward in a positive way • To carry out home visit when needed so use of own car and driving licence is a must
Communication and training	<ul style="list-style-type: none"> • To support parents/carers and young people express their views when appropriate, where they are unable to do so themselves; • To encourage parents/carers in accessing appropriate parenting courses to enable them to support their children through transitions. • To liaise with other professionals involved at key transitional stages. • To establish rapport and respectful trusting professional relationships with young people, their families and carers • To communicate the importance of safeguarding to all staff and provide induction training on safeguarding
Partnership Working	<ul style="list-style-type: none"> • To work in partnership with the Local Authority and other agencies to locate/trace missing children and support the young person to return home • To liaise and work closely with statutory and voluntary agencies • To signpost/ensure children and families receive appropriate multi agency support • To support multi agency working by taking the role of lead professional and co-ordinating the delivery of an agreed intervention plan • To co-work and coordinate with other agencies in the facilitation of Parenting Programmes • To support the work of other agencies to holistically support young people at times of crisis including.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults and raising concerns as appropriate. • Have in depth knowledge of safeguarding legislation including working together to safeguard pupils and KCSiE.

	<ul style="list-style-type: none"> • Provide annually training for staff.
Systems and Information	<ul style="list-style-type: none"> • To maintain regular file updates as routine, keep case files up to date and make accurate and timely records in line with the minimum recording standards • To maintain accurate and up-to-date casework records in relation to referred cases • To provide accurate and timely information, returns and reports when required • To understand the importance of consent and comply with the procedures for obtaining consent from young people and their families
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality. • Share information confidentially about pupils with teachers and other professional as required. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils. • Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.
Flexibility	<ul style="list-style-type: none"> • This job description contains the key areas of responsibility and accountability, the expectations specific to the grade, example duties / tasks, the pay range and the line manager / reports to. Specific tasks do not form part of the contractual element of the job description and may change (in discussion with the employee) in line with the needs of the school / Trust. Any duties carried out at a higher grade will be appropriately remunerated and will be on a short-term basis.
Customer Service	<ul style="list-style-type: none"> • The Apex Collaborative Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • The Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.

Person Specification

Person Specification Role: Family Support Worker and Designated Safeguarding Lead			
	Essential	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> GCSE qualifications at Grade A-C in Maths and English Relevant Level 3 qualification or above Evidence of undergoing sufficient safeguarding and child protection training or a willingness to undertake training. 	<ul style="list-style-type: none"> Degree in relevant area A qualification or equivalent experience in social work DSL Qualification or willingness to undertake training 	A/C/I A/C/I A/C/I
Experience	<ul style="list-style-type: none"> Experience of working with young people and families Experience of multi-agency working Experience of working in an educational or social care setting Experience of social work in an educational setting or experience of working with vulnerable children Experience of multi-disciplinary approach to problem solving Experience of supporting families Experience of working with children with challenging behaviour Experience of working under the KCSiE and working together to safeguard pupils legislation 	<ul style="list-style-type: none"> Experience of delivering individual and group based support and training including facilitation 	A/R/I A/R/I A/R/I A/R/I A/I/R A/I/R A/I/R A/I/R
Attributes	<ul style="list-style-type: none"> Ambitious and reflective of own strengths and areas for development Respectful of others Collaborative with own team members and wider school community Shows initiative Ability to work successfully in a team Maintains confidentiality A good attendance and punctuality record Excellent verbal and written communication skills. Excellent time management and organisation High expectations of self and professional standards. The ability to maintain successful working relationships with other colleagues. 		R/I I/R I/R A/I/R I/R A/I/R A/I/R A/I/R A/I/R A/I/R

	<ul style="list-style-type: none"> • A willingness to work outside of the timetabled day where necessary 		A/I/R
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to produce quality and complex reports. • Ability to record interventions and write reports • Good presentation skills • Ability to assimilate new initiatives, technology and software and interpret information. • Influencing and negotiating skills • Good time management skills and ability to organise own caseload • Good interpersonal skills and the ability to engage constructively with a range of people • Ability to make decisions within own area of responsibility. • Effectively identifies workable solutions. • Commitment to safeguarding and promoting the welfare of children and young people • Calm and measured approach to dealing with conflict • Appropriate use of personal authority • ICT Skills 		A/I/R I/R I/R I/R I/R A/I/R I/R A/I/R I/R I/R I/R I/R I/R
Key A – Application R – Reference I – Interview C – Certificate			

How to Apply

If you share our values and meet the criteria for the role, please apply by following the process below.

Follow the link to complete the application form:

<https://mynewterm.com/jobs/145818/EDV-2025-CLSS-83638>

In the supporting statement, please include:

Support Staff

- how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.

Closing date for applications is noon on: 26th September 2025

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and procedures are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.





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