

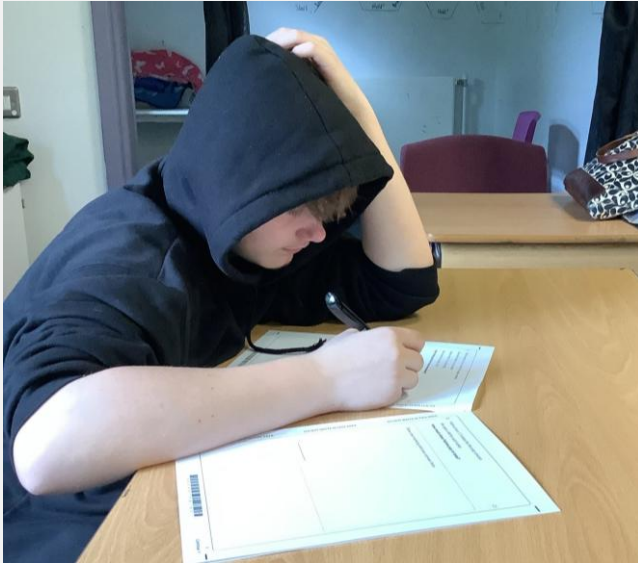
DIRECTOR OF EARLY HELP AND FAMILY SUPPORT

RECRUITMENT PACK

September 2026



About Us



Post title

Director of Early Help and Family Support



Salary

Grade 10 (£38,510 - £40,444) pro rata



Hours of work

37 hours per week – options include term time only, term time plus weeks or full year



Post status

Permanent

Welcome to our Woodlands family! I am thrilled that you are considering joining us to work alongside our dedicated staff and wonderful pupils. Let me tell you about Woodlands and our story so far.

Woodlands is a specialist provision catering for children and young people aged nine to sixteen who have Special Educational Needs (SEN), specifically Social, Emotional and Mental Health needs (SEMH). We provide education for up to 84 children and young people with EHC plans on a non-residential basis.

“This is a happy school where staff and pupils get along well and staff want the very best outcomes for pupils.” This is what Ofsted found when they recently inspected us and we are so proud that our report reflects our commitment to our children and young people, and to their families. This is a great place to work where the words “life changing” really apply to what we do. Staff are well supported, and wellbeing is not a buzzword but a meaningful outcome we want for all our staff.

Our curriculum is broad, balanced and ambitious. We provide a strong academic curriculum to GCSE / Level 2 and additionally a bespoke approach through our ‘Oaks’ provision, which includes elements of the academic curriculum and also vocational learning both in school and off-site. The curriculum is centred around the needs of the child or young person set out in their Education, Health and Care Plan and is reviewed frequently.


Headteacher

We offer

- An ‘Outstanding’ curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway.
- Career development opportunities including funded NPQ qualifications.
- An enthusiastic and supportive team of staff, parents and governors.
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.

Why this role above others?

Woodlands is a place where you can make a real difference every day, supporting children and young people who need skilled, compassionate adults around them. You will join a team who work together to help each young person feel safe, valued and ready for a positive future.

Any questions in regard to the role can be raised with Lisa Dugmore, ahead of the closing date:

Lisa.Dugmore@wdl.mmat.co.uk

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.



Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal
- Cockshutt CE Primary School and Nursery in Ellesmere
- Criftins CE Primary School and Nursery in Ellesmere
- Selattyn CE Primary School in Oswestry
- West Felton CE Primary School and Nursery in Oswestry
- Weston Lullingfields CE Primary School and Nursery nr Shrewsbury
- St Andrew's CE Primary School and Nursery nr Shrewsbury
- Kinnerley CE Primary School and Nursery in Oswestry

Our Trust Vision Statement and Values



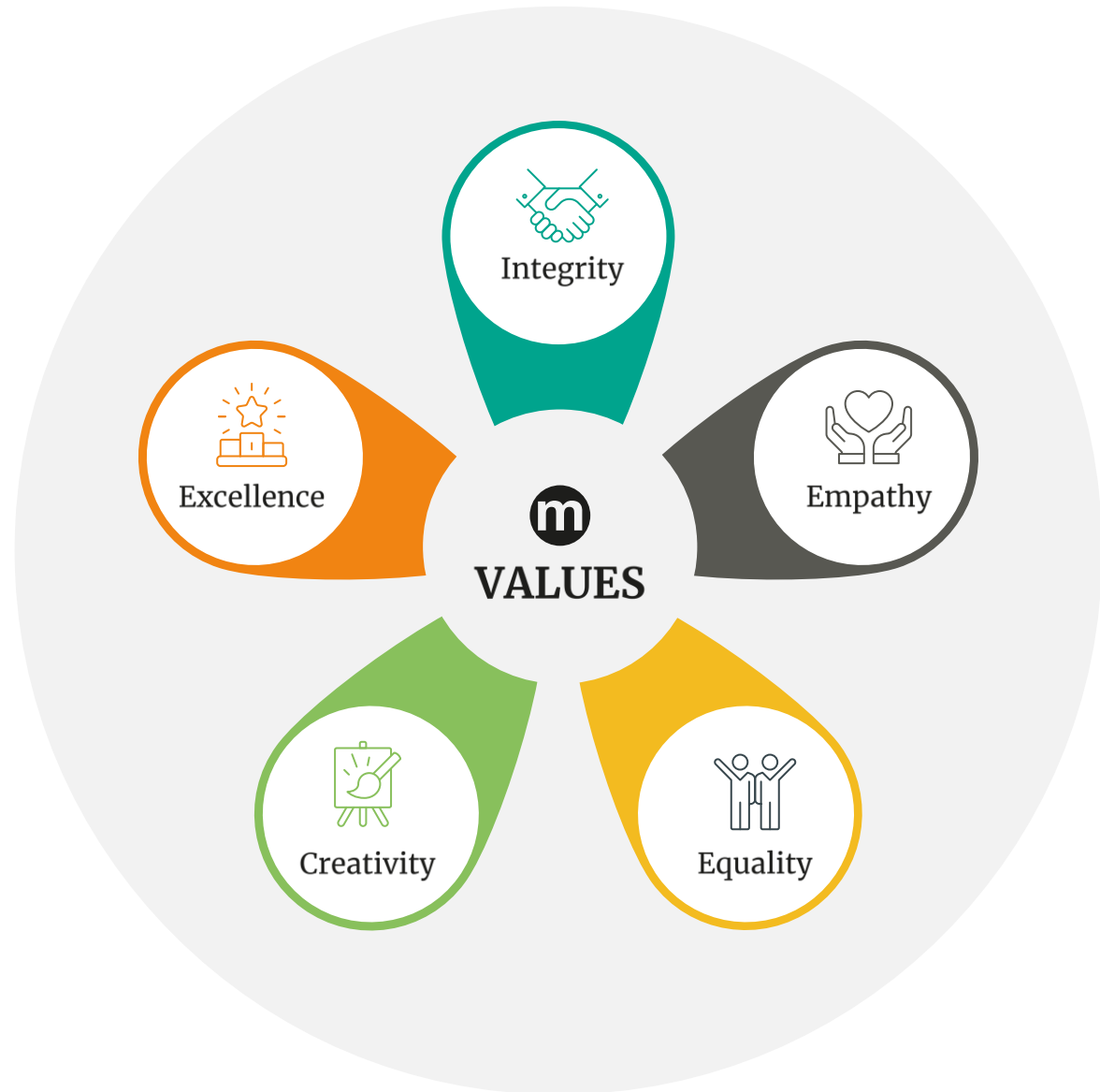
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Responsible to:

Senior Lead for Learner Welfare

Outline of role:

The Director of Early Help and Family Support will lead and manage the school's early help and family support services, ensuring the provision of comprehensive, holistic care that promotes the welfare and safeguarding of all learners. This role emphasises partnership working, problem-solving, and delivering integrated support to learners and their families, in line with statutory guidance and best practices.

Main duties:

Strategic Leadership

- Develop and implement the school's Early Help and Family Support Strategy in alignment with *Working Together to Safeguard Children (2023)* and *Keeping Children Safe in Education (2024)*
- Work collaboratively with the Senior Lead for Learner Welfare to embed early help initiatives within the school's wider pastoral and safeguarding frameworks

Partnership Working

- Establish and maintain effective partnerships with local authorities, health services, social care, and other agencies to coordinate support for learners and their families
- Represent the school at multi-agency meetings, advocating effectively for learner's needs
- Lead on the development of relationships with external organisations to enhance support services available to the school community

Family support and Intervention

- Oversee the assessment of learners' and families' needs, ensuring timely, impactful interventions
- Provide direct guidance to families facing complex challenges, supporting access to relevant external services when required.
- Develop and maintain a referral pathway system that ensures all learners and families are supported holistically

Safeguarding and Compliance

- Ensure that all early help and family support activities comply with statutory safeguarding responsibilities, including effective implementation of safeguarding policies and procedures.
- Maintain accurate, confidential records of interventions and outcomes, ensuring these align with GDPR regulations and school policies

Data Analytics and Reporting

- Develop robust systems to monitor and evaluate the impact of early help and family support services
- Provide half-termly analytics and impact reports to the Local Governing Body, detailing the effectiveness of interventions, outcomes achieved, and areas for development.
- Use data insights to inform strategy, improve practice, and drive measurable outcomes for learners and families

Developing self and leading others:

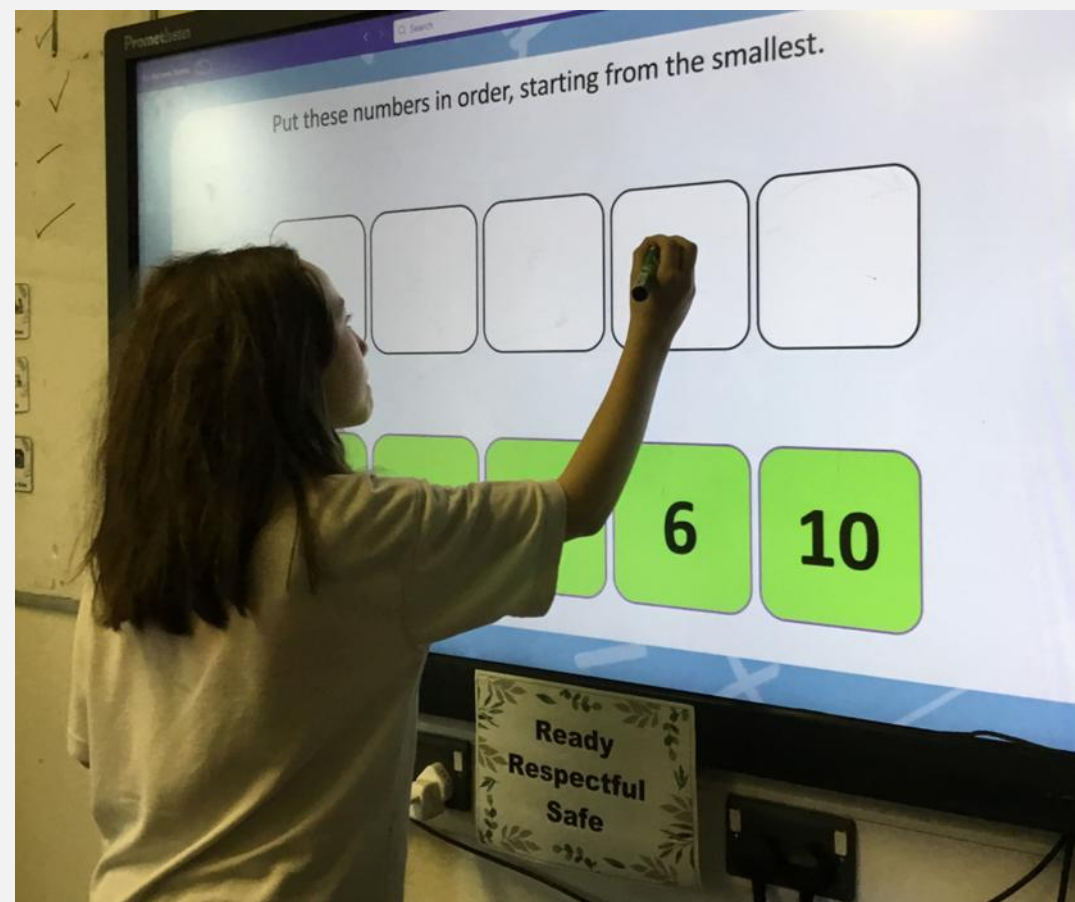
- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified

In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

Standards and quality assurance:

- Uphold department, school and Trust procedures, policies and plans.
- Represent the department in cross-curricular working parties.
- Attend Department, Year Team meetings and events to fully support the department, the school and the Multi-Academy Trust.
- Attend relevant CPD and meetings within the Trust and with outside agencies.



Check out our video:

<https://youtu.be/RxuP4WDUM88>

Interested? Here's how to apply:

<https://themarchesacademytrust.face-ed.co.uk/vacancies>

The closing date for applications is:

Friday 9th October 2026

Interviews will be held:

Week commencing 12th October 2026

Person specification

	 Essential	 Desirable
 Qualifications and training	• Degree in social work, Education or a related field • Significant experience in a Leadership role within children's services, education or related sector • Strong knowledge of safeguarding legislation and its' application, including <i>Working Together to Safeguard Children and Keeping Children Safe in Education</i>	• Postgraduate qualification in a relevant discipline • Experience of working in a school environment or within the education sector
 Experience	• Proven experience of successful partnership working with external agencies to deliver effective early help and family support • Familiarity with Shropshire Threshold Document, as outlined in the West Midlands Safeguarding Children procedures	• Experience with Shropshire specific early help systems such as the Early Help Module (EHM)

Person specification

	 Essential	 Desirable
 Skills	• Excellent interpersonal and communication skills, with the ability to engage confidently with learners, families and professionals • Strong analytical skills, with the ability to collect, interpret and present data to inform strategic decision-making	
 Personal qualities	• A strong commitment to safeguarding and promoting the welfare of learners • Empathy, resilience, and the ability to work effectively under pressure • Flexibility and adaptability to respond to the dynamic needs of the school community	

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual wellbeing survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous
non-contact
time for
staff

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



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