**Rye Community Primary School, Part of Aquinas**

[**www.aquinastrust.org**](http://www.aquinastrust.org)

**Application Pack**

**Family SEND Support Worker (2-year fixed term contract)**

**For September 2023**

Family SEND Support Worker

Rye Community Primary School is seeking to appoint an enthusiastic, energetic and adaptable Family SEND Support Worker to join our highly-motivated team. This is a new opportunity to work across several primary schools in Rye and the surrounding area to support children with special education needs and disabilities to be in school and ready to achieve their full potential.

The Family SEND Support Worker will work with schools to identify families with children with special education needs and disabilities who may require additional support to maximise their engagement in mainstream schooling, building the family’s confidence in mainstream schooling being able to meet the needs of their child and tackle potentially higher levels of anxiety about attending school. The Family SEND Support Worker will build relationships with families and offer support and guidance in and out of schools that will improve children’s attendance, motivation, self-esteem and educational attainment.

We are looking for an individual (full-time) or individuals (part-time) to:

* Undertake direct work with children and young people.
* Work in partnership with parents, carers, educational professionals and other agencies.
* Assess need, arrange and implement appropriate support and monitor progress.
* Communicate effectively across a wide range of audiences.

Our ideal candidate will:

* Have experience, or interest, in working with children and families.
* Enjoy having a positive impact on children with special educational needs and disabilities.
* Possess effective ICT skills and be open to new uses of technology in the workplace.
* Be committed to continuing professional learning.
* Have integrity, optimism and a good sense of humour.

In return, we offer:

* A happy community committed to the professional development of all colleagues.
* A distinctive local context that places inclusivity at the heart of all we do.
* A skilled and experienced team of teachers and other professionals.
* A local community in which the pupils are enthusiastic, engaging and thoughtful.
* A pension scheme, employee assistance programme including counselling services.
* The support of experienced professionals from a number of ‘good’ schools.

Rye Community Primary School and partners are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation and undertake not to do anything in any way contrary to the interests of the foundation.

June 2023

Dear applicant,

On behalf of our pupils, colleagues and surrounding schools, I would like to thank you for your interest in a position at Rye Community Primary School working closely with our neighbouring primary schools. I hope you find the application pack both helpful and informative.

Rye Community Primary School is a place where learners feel safe, cared for and have space to learn. We pride ourselves on being a closely-knit community where children are known as individuals and their talents are nurtured and celebrated. We work collaborative with our neighbouring schools to best meet the needs of all children, young people and families within our respective communities.

We work to meet the needs of every child – we see it as our role to unlock the diverse abilities and talents found in each pupil regardless of ability, background or need. We want to inspire and excite – creating a love of learning which will serve our children well throughout their educational journey.

There are five schools in our local alliance – Beckley Church of England Primary School, Peasmarsh Church of England Primary School, St Michael’s (Playden) Church of England Primary School, St Thomas (Winchelsea) Church of England Primary School and Rye Community Primary School. We are all committed to providing the best possible educational experience for all our children.

In your application, please outline why you would like to work with our schools, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Kelly Martin

Headteacher

# Application process and timetable

## Closing Date

You are invited to submit an application form outlining your suitability for the role against the person specification and job description.

* Closing date for applications: **Midday, Friday 22nd September 2023**

## Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

## Interviews

Candidates will be invited for interview.

* Interviews: **As Soon As Possible**

## Appointment

All candidates will be contacted following interview.

* Appointment to commence: **2-year fixed term contract from September 2023**

## Applying

Please send your letter of application by email to [office@ryeprimary.co.uk](mailto:office@ryeprimary.co.uk) for the attention of the **Headteacher**. Alternatively, submit your application to:

**Headteacher, Rye Community Primary School, The Grove, RYE TN31 7ND.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant’s identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

# Job description

## Details

**Remit:** Family SEND Support Worker (Rye and surrounding schools)

**Hours:** 37 per week, 39 weeks per year (term-time only)

2-year fixed term contract from 01/09/2023 to 31/08/2025

*Applications welcome from those who may wish to job share, simply indicate your availability in your application.*

**Salary:** ESCC Single Status, Grade 8

Currently equivalent to £25,936 to £27,858 per annum

Pro-rata for term time only to £22,682.81 to £24,363.73 per annum

**Accountable to:** Headteacher/SENCO

## Main purpose of the job

The Family SEND Support Worker will work with schools to identify families with children with special education needs and disabilities who may require additional support to maximise their engagement in mainstream schooling, building the family’s confidence in mainstream schooling being able to meet the needs of their child and tackle potentially higher levels of anxiety about attending school. The Family SEND Support Worker will build relationships with families and offer support and guidance in and out of schools that will improve children’s attendance, motivation, self-esteem and educational attainment.

## Overall responsibilities

Facilitate the educational partnership between home, school, wider school community and local authority, by support, liaison and negotiation; and where conflict arises to act as a facilitator in finding successful resolutions.

* Actively promote the vision, aims and objectives of all schools in the alliance;
* Commit to the safeguarding and promoting of the welfare of children and young people;
* Comply with all policies and procedures as well as ensure colleagues are aware and understand the Safeguarding and Child Protection Policies;
* Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and respond positively to new and alternative systems;
* Attend relevant meetings, internal and external, associated with the role;
* Complete administrative tasks such as writing up case notes, sending letters to parents, preparing reports and building a rigorous evidence base of intervention;
* Any other reasonable duties as required by the headteacher.

## Key tasks

The Family SEND Support worker will:

1. Engage and undertake direct work with children and young people;
2. Work in partnership with parents, carers, educational staff and other agencies;
3. Assess need, arrange and implement appropriate support and monitor progress;
4. Communicate effectively across a wide range of audiences;
5. Use a range of interventions as required;
6. Identify services for individual children and support parents to access identified services;
7. Carry out home visits where appropriate;
8. Keep records in line with legislation and confidentiality standards;
9. Work closely with schools and teaching staff in order to promote the welfare of pupils;
10. Complete record keeping and evaluation activities as required;
11. Monitor children’s progress against agreed targets and recording standards;
12. Work across schools as directed by the Headteachers.

## Staff development

* Take part in relevant training offered by the schools and external agencies as identified through appraisal or to support specific identified issues e.g. anger management training.

## Other professional requirements

* Adhere to the standards, values, ethos and policies relevant to the aspirations of the school including working flexibly;
* Provide guidance and advice to children and families on educational and social matters;
* Promote positive behaviour in line with school policies;
* Endeavour to give every child the opportunity to reach their potential and meet high expectations;
* Demonstrate a commitment to promoting and safeguarding the welfare of children and young people in line with ‘Keeping Children Safe in Education’;
* Observe Health & Safety regulations at all times;
* Operate at all times within the stated policies and practices of the schools;
* E effective working relationships and set a good example through own presentation and personal and professional conduct;
* Take responsibility for own professional development and duties in relation to schools’ policies and practices.

## Safeguarding

* Our schools are committed to the safeguarding and promotion of the welfare of all children and young people in our care. All colleagues have a key role and responsibility in this area.

## Review

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

# Person specification

## Family SEND Support Worker

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| **[a] SCHOOL ETHOS** | **Essential or Desirable** | |
| Ability to be a role model of professionalism, high expectations of self and others | | E |
| Understanding of the need for equality of opportunity | | E |
| Belief in child centred, holistic and life-long learning | | E |

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| --- | --- | --- |
| **[b] EDUCATION & QUALIFICATIONS** | **Essential or Desirable** | |
| Minimum of 3 A-C GCSE’s or equivalent including English and Maths. | | E |
| Relevant professional qualification, which may be in Social Care, Community Work or other relevant discipline | | D |
| Evidence of further professional development | | D |
| Trained in the delivery of Parent Support Groups | | D |
| Has had safeguarding training | | D |

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| --- | --- | --- |
| **[c] SKILLS AND ABILITIES** | **Essential or Desirable** | |
| Being able to engage and undertake direct work with children | | E |
| Working in partnership with parents, carers, educational staff and other agencies | | E |
| Being able to assess need, arrange and implement appropriate support and monitor  progress | | E |
| Ability to communicate effectively across a wide range of audiences | | E |
| Able to converse at ease with families and provide advice in accurate spoken English | | E |
| Experience of working with teaching staff in an educational setting | | D |
| Therapeutic and groups skills – both adult and child | | D |

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| **[d] KNOWLEDGE** | **Essential or Desirable** | |
| Understanding the impact of SEND on the life chances of a child | | E |
| Having knowledge of the range of agencies providing for children and their families | | E |
| Being responsible for a specific group of children and their progress | | E |
| Understanding how to promote positive behaviour and self-esteem in children | | E |
| Demonstrating excellent understanding of safeguarding in schools and families | | E |

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| **[e] PERSONAL ATTRIBUTES** | **Essential or Desirable** | |
| Excellent interpersonal skills. | | E |
| Enthusiasm and commitment within a team setting. | | E |
| Ability to self-motivate and organise time effectively. | | E |
| Able to demonstrate how you will meet the travelling requirements of the role | | E |

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| **[f] EXPERIENCE** | **Essential or Desirable** | |
| Successful direct work with children and young people in a variety of contexts | | E |
| Working with parents and carers | | E |
| Liaising with a range of other agencies to support children and their families. | | E |
| Working within local and national policies relating to confidentiality | | E |
| Facilitating group work to adults and children. | | D |
| Investigating, developing and delivering new parental courses and events | | D |

## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

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| --- | --- |
| Using display screen equipment | **X** |
| Working with children/vulnerable adults | **X** |
| Moving & handling operations |  |
| Occupational Driving | **X** |
| Lone Working | **X** |
| Working at height |  |
| Shift / night work |  |
| Working with hazardous substances |  |
| Using power tools |  |
| Exposure to noise and /or vibration |  |
| Food handling |  |
| Exposure to blood /body fluids |  |