

Low Moor C. of E. Primary School

To learn together and grow in God's love

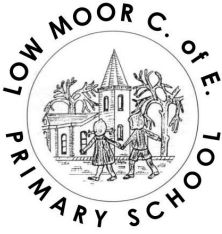
Recruitment Pack Family Support Officer

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Closing date: Thursday 3rd October at 9.00am

Interview date: Wednesday 9th October



Low Moor C. of E. Primary School

Headteacher: Mrs Y.C. Broadbent

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Dear Applicant,

Thank you for your interest in this vacancy and for taking the time to explore the opportunity of joining our team at Low Moor C. of E. Primary School. We are currently seeking to appoint an enthusiastic and dedicated family support officer, and would be delighted to consider your application.

At Low Moor, we pride ourselves on fostering a warm, welcoming environment, not only for our children but for our staff as well. We believe that the success of our school is as a result of an extremely talented, hard-working and dedicated team, and as such, we are committed to supporting and developing each member, both personally and professionally.

Our school is a community where we encourage creativity and innovation and we provide a nurturing environment that is conducive to effective learning and holistic development for all. We strive to maintain a balanced approach to workload and well-being and our supportive measures include regular professional development opportunities tailored to individual career aspirations. It is our aim to ensure that you can perform at your best while enjoying a fulfilling career and personal life.

Furthermore, we value the importance of teamwork and collaboration. At Low Moor, you will find yourself among peers who are not only colleagues but also friends. We are committed to an ethos of continuous improvement and professional growth, and we regularly share best practice and ideas as a team.

If you are looking for a school where your skills will be appreciated and your well-being prioritised, I encourage you to apply to join our team. If you have any questions or would like to know more about us, please contact the school office and we will arrange for the relevant person to answer any queries you may have.

Visits to school are encouraged and you are warmly invited to contact the school office to make arrangements.

Thank you for considering Low Moor C. of E. Primary School. We look forward to the possibility of welcoming you into our school community.

Yours sincerely,

Yvonne Broadbent
Headteacher



Low Moor C. of E. Primary School
Park House Road, Low Moor, Bradford, BD12 0NN

We currently have a vacancy for a

Family Support Officer
Band 7-8, Actual salary £11,978-£14,461 (pay award pending)
20 hours per week, Monday to Friday, term-time only
Start and finish time to be arranged

Low Moor C. of E. Primary School is an exciting, vibrant two-form entry primary school, situated on the outskirts of Bradford. Located on the border of Calderdale, Kirklees and Leeds, our school is highly regarded within the community it serves.

An opportunity has arisen for a family support officer, to join our highly successful school, commencing as soon as possible.

We are looking for someone who:

- is able to promote high quality support and intervention for pupils and families;
- has high levels of motivation and integrity;
- has excellent interpersonal, time management and organisational skills;
- is committed to working effectively as part of a team;
- is willing to contribute to the wider school and its community.

We offer:

- a dedicated, supportive and friendly school community with the highest expectations and aspirations for our children and their families;
- well behaved, motivated pupils who enjoy school;
- an attractive, well-resourced and positive environment;
- a commitment to your continuing professional development;
- a commitment to your well-being and work/life balance.

There will be opportunity to visit school in advance of the application deadline and it is strongly recommended that you do so. Please contact Mrs Helen Oates, or Mrs Kara Edmondson on 01274 600797 or office@lowmoor-ce.uk to make arrangements to visit on one of the following days:

- Thursday 19th September at 9.30am
- Tuesday 24th September at 4.00pm

This post is advertised via DfE Vacancies and we invite applicants to complete the online application form.

Further information can be obtained from school's Business Manager, Mrs Lisa Bryan on 01274 600797 or email: lisa.bryan@lowmoor-ce.uk

Completed applications should be submitted no later than: **Thursday 3rd October at 9.00am.**
Interviews will be held on Wednesday 9th October.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and all applications will be considered.

Family Support Officer Job Description

Reports to: Headteacher

Job purpose:

Promote positive parental engagement with the school and address issues which adversely affect a child's learning and development.

Provide pastoral support and care to ensure the health, safety and wellbeing of pupils and their families.

Ensure families have access to necessary resources and support in order to improve the educational outcomes and welfare of their children.

Engage the services of professional organisations and community partners for the benefit of the school's children and their families.

Undertake the role of Deputy Designated Safeguarding Lead.

Main duties and responsibilities:

1. Supervision/Managerial Responsibilities

- 1.1. Actively promote the school's vision and values
- 1.2. Proactively seek opportunities to enhance provision for children and families within and outside the school day.
- 1.3. Maintain the highest standards of professional working relationships with colleagues, partner organisations, families, and children.
- 1.4. Keep up-to-date with relevant training, statutory guidance and key documents associated with the role, including Keeping Children Safe in Education (KCSIE)
- 1.5. Identify and deliver training, updates and CPD to a variety of stakeholders, as required and in consultation with the headteacher.

2. Supervision and Guidance

- 2.1. In consultation with the headteacher, identify key priorities to be included in the action plan for the role.
- 2.2. Evaluate the impact of the action plan and make recommendations for review/next steps.
- 2.3. Required to prioritise own workload and undertake all activities with a high degree of professionalism and discretion, in line with the sensitive and often complex nature of the role.
- 2.4. The overall effectiveness and development of the role will be monitored and reviewed by the headteacher.

3. Range of Duties

- 3.1. Liaise with teachers, the headteacher, SENDCo and pastoral team and any other relevant persons in order to identify support needed for a pupil and/or their family.
- 3.2. Provide pastoral support for pupils as required.
- 3.3. Establish good relationships with pupils, acting as a role model and setting high expectations.
- 3.4. Promote inclusion and acceptance in accordance with the Equal Opportunities Policy.
- 3.5. Encourage pupils to engage with learning and broader curriculum activities in order to develop their confidence and self-esteem
- 3.6. Resolve complex and sensitive matters in relation to the job role.
- 3.7. Deliver parent workshops, 1-1 sessions and bespoke support including workshops and activities to engage parents in their children's holistic development, education, health and wellbeing.
- 3.8. Work with families to ensure relevant applications for additional support, including free school meals and uniform assistance, are made.
- 3.9. Undertake home visits as and when required.
- 3.10. Provide written reports and maintain accurate, up-to-date records of all communications and activities with families and professionals.
- 3.11. Be aware of and comply with all school policies, particularly in respect of child protection, health and safety and data protection.
- 3.12. Assist with marketing and promotion of the school.
- 3.13. The post holder is required to carry out any such particular duties that the headteacher may reasonably direct from time to time.

4. Administration

- 4.1. The post holder is responsible for the organisation and maintenance of resources and the accurate, timely completion of all documentation in connection with their area of work.
- 4.2. The post holder has access to sensitive information regarding parents and families and will therefore adhere to all relevant policies and procedures in respect of confidentiality and professionalism.

Personnel specification: Family Support Officer

Key: A Application, S Selection Process

Attributes		How identified
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of engaging and working with vulnerable children and families • Experience of handling safeguarding concerns, including following confidentiality procedures • Experience of monitoring the effectiveness of intervention and support • Experience of working within professional boundaries <p>Desirable</p> <ul style="list-style-type: none"> • Experience of managing and organising activities, including support groups and training • Experience of working in multi-disciplinary teams • Experience of using relevant technological systems in order to track and analyse pupil data 	<p>A</p> <p>A / S</p> <p>A / S</p> <p>A / S</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • GCSE or equivalent, grade C/grade 4 or above in mathematics and English • NVQ Level 3 or equivalent in Family Support, Social Work, Childcare, Play Work, Community Development, Children's Health or similar <p>Desirable</p> <ul style="list-style-type: none"> • Further qualification or study relating to the post • Full UK driving licence 	A, Certs
Training	<p>Essential</p> <ul style="list-style-type: none"> • Commitment to continuing professional development • Willingness to participate in development and training opportunities <p>Desirable</p> <ul style="list-style-type: none"> • Evidence of relevant previous professional and/or personal development 	A / S
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of relevant guidance and legislation relating to child protection, safeguarding and confidentiality <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the various challenges that children, families and the communities they live in may face • An understanding of child development and how adverse events can impact progress 	A / S

Attributes		How identified
Abilities and skills	<p>Essential</p> <ul style="list-style-type: none"> • Ability to carry out an initial assessment of an individual's needs and initiate appropriate support with family members • Excellent time management and organisational skills • Ability to provide oral and written information in a clear and balanced way appropriate to the audience • Ability to maintain professional working relationships • An understanding that individuals may have fundamental differences and possess the ability to accommodate these • Excellent organisational skills including managing own diary and workload • Highly effective interpersonal / communication skills • Ability to deal with emotive situations in a professional manner • Ability to consistently carry out all aspects of the role to a high standard • Is able to promote high quality support and intervention for pupils and families • Ability to work flexibly to meet families' needs • Basic computer skills (Microsoft Office, email and internet) <p>Desirable</p> <ul style="list-style-type: none"> • Ability to reflect on own practices. 	<p>A / S</p> <p>A / S</p> <p>A / S</p> <p>A</p> <p>S</p> <p>A / S</p> <p>A / S</p> <p>A / S</p> <p>A</p> <p>A / S</p> <p>A / S</p> <p>A / S</p> <p>A / S</p> <p>A / S</p> <p>A / S</p>
Equality	<p>Essential</p> <ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Opportunities policies and practices. 	S
Personal traits and characteristics	<p>Essential</p> <ul style="list-style-type: none"> • Professionally assertive and clear thinking • A team player with the ability to work using own initiative • A sensitive and understanding person who can have difficult conversations with families • High expectations of self and a commitment to maintaining professional standards • High levels of motivation and integrity • An excellent understanding of confidentiality • Committed to contributing to the wider school and its community <p>Desirable</p> <ul style="list-style-type: none"> • A commitment to support and develop others. 	S

Attributes		How identified
Circumstances - personal	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). <i>Documentary evidence will be required at interview stage</i> • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) • Requirement to participate in some out-of-school working hours, including evening and other in-service commitments • Excellent attendance and punctuality record 	S

Recruitment of Ex-Offenders Policy

Low Moor C. of E. Primary School is required to send a copy of its policy on the recruitment of ex-offenders to all job applicants. The school's Safeguarding and Child Protection Policy is published on the school website

<https://www.lowmoor.bradford.sch.uk/about-us/policies-documents>

- The governing body fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- All applicants are subject to a DBS check before the appointment is confirmed; this includes details of convictions and cautions, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.
- The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.
- The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.
- Candidates are selected for interview based on their skills, qualifications and expertise.
- All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered.
- All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover.
- All applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request.
- The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.
- The school will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.
- At interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.
- Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences.
- Recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders.