Littleover Community School

01332 513 219
jobs@littleover.derby.sch.uk
littleover.derby.sch.uk/careers



APPLICATION PACK

# Littleover Community School

## Family Support Worker and Safeguarding Coordinator

HEADTEACHERS WELCOME

# A warm welcome from our Headteacher, Mrs L. Johnson

Many thanks for your interest in the Family Support Worker and Safeguarding Coordinator position at Littleover Community School.

We are seeking a compassionate, proactive and dedicated individual to join our safeguarding team and play a key role in supporting the wellbeing, safety and success of our students. This is a rewarding opportunity to work closely with children, families and external agencies, helping to remove barriers to learning, improve attendance and wellbeing, and ensure that vulnerable students receive the support they need to thrive. Working alongside the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead, you will contribute to safeguarding and child protection processes, coordinate Early Help support, and provide practical guidance to students and families.

Littleover Community School is a warm and welcoming environment where our motto,'Learn, Care and Succeed', underpins everything we do. Staff joining Littleover Community School become part of a community that works in partnership with students and families to provide a safe, supportive and stimulating environment where everyone feels valued and respected.

We are seeking someone who is passionate about safeguarding, inclusion and improving outcomes for young people. The successful candidate will have the ability to build positive and trusting relationships with students and families, work effectively with a range of professionals and agencies, and provide practical support that helps children overcome challenges and engage successfully in education.Our expectations are high, and this is reflected in the strong reputation of Littleover Community School. Ofsted judged the school to be 'Good', with an'Outstanding' Sixth Form, and our students achieve excellent outcomes at both GCSE and A Level. We are proud of these achievements and recognise that they are supported by every member of our staff team.

Littleover Community School is committed to staff development and wellbeing. We offer a robust programme of professional development opportunities and are proud of our strong staff retention and supportive working culture. The successful candidate will benefit from ongoing training and opportunities to develop their knowledge and expertise in safeguarding, Early Help, attendance and student welfare.

If you are committed to making a positive difference to the lives of children and families, have a strong understanding of safeguarding and child protection, and would like to be part of a supportive team dedicated to ensuring every student can learn, care and succeed, we would be delighted to hear from you.



Best of Luck,

Mrs L. Johnson
**Headteacher**

WELCOME TO LITTLEOVER

# Learning, Caring, Succeeding

**Littleover Community School is a Local Authority maintained school with an outstanding Sixth Form, catering for ages 11 - 18 with approximately 1850 students.**

## Welcome to Littleover

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

## Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

**Summer 2026 headlines:**
GCSE grades 9-4 in Maths and English 75%
Grade 4 and above in English Baccalaureate 52%
Attainment 8 Score 5.4
A*-A grades at A Level 24%
A*-C grades at A Level 81%



Ofsted Good Provider
BRONZE SCHOOL MENTAL HEALTH AWARD
Derby City Council
Derby and Derbyshire Safeguarding Children Partnership
DofE
NATIONAL CITIZEN SERVICE

# Learning, Caring, Succeeding

## Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students achieve the best outcomes possible. Our aims of "Learning, Caring and Succeeding" are the basis for all that we do and students are at the heart of our everyday practice.
Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

## Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: HTTPS://FILES.OFSTED.GOV.UK/V1/FILE/50201266

*"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.*

*Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.*

*Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their teachers provide and the sense of community they share with their peers.*

*Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club.*
*Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.*

*Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."*



# Why Should You Join Littleover Community School?

## Wellbeing - What We Offer

Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A centralised behaviour system that fully supports teachers, ensures disruption free classrooms and is strengthened by a supportive internal Alternative Provision.

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving.

Access to the latest technology, including new high spec laptops for staff.

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy .

All staff also have access to Education Support's Employee Assistance Programme which includes:

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.

Financial, legal and practical support from qualified professionals on a range of personal issues.

## Employment Benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Goverment Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!



CAREER VACANCY

# Family Support Worker and Safeguarding Coordinator

## Vacancy Details

| | |
|---|---|
| JIQ Reference No: | S-5159 |
| Salary: | Grade G SCP 21 - 25<br>£34,236 - £37,562 |
| Actual Salary: | Grade G SCP 21 - 25<br>£29,577 - £32,450 |
| Hours: | 37 hours per week<br>Monday to Thursday 8.00am - 4.00pm \| Friday 8.00am - 3.30pm<br>(including a half an hour unpaid lunch each day) |
| Contract Type: | Permanent<br>Term Time Only (39 weeks, including Inset days) |
| Responsible to: | Designated Safeguarding Lead |
| Start date: | To be agreed, once pre-employment checks have been completed |
| Closing date: | Tuesday 24th November 2026 |

## Job Purpose

To support the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead in safeguarding and child protection matters, lead the school's Early Help provision, and work with vulnerable students and families to improve outcomes and prevent escalation to statutory services.

## Duties & Responsibilities

**Safeguarding and Child Protection**

- Support the operational delivery of safeguarding and child protection across the school.
- Respond appropriately to safeguarding concerns in line with school policies and statutory guidance.
- Maintain accurate and timely safeguarding records using CPOMS.
- Contribute to safeguarding assessments, referrals and interventions.
- Attend and contribute to Child Protection Conferences, Child in Need Meetings, Team Around the Family meetings and other multi-agency meetings as required.
- Provide written and verbal reports to support safeguarding processes.
- Support the monitoring and welfare of vulnerable students.

**Early Help and Family Support**

- Support the completion and coordination of Early Help Assessments.
- Act as Lead Professional for identified Early Help and Team Around the Family cases.
- Work intensively with children and families to promote positive change and improve outcomes.
- Undertake direct work with children, parents and carers both within school and, where appropriate, through home visits.
- Support families to access relevant services, appointments and professional support.
- Develop and implement practical strategies to support students experiencing Emotionally Based School Non-Attendance (EBSNA).



CAREER VACANCY

# Family Support Worker and Safeguarding Coordinator

- Deliver parenting support and guidance to strengthen family resilience and engagement.

**Multi-Agency Working**

- Build effective relationships with external agencies including Children's Social Care, Health Services, Educational Psychology, Police and voluntary organisations.
- Coordinate and contribute to multi-agency plans designed to improve outcomes for children and families.
- Ensure effective information sharing whilst maintaining confidentiality and data protection requirements.

**Student Wellbeing and Inclusion**

- Work with students to identify and overcome barriers to learning, attendance and wellbeing.
- Support students with emotional, social and behavioural needs.
- Promote positive engagement with education and support school readiness where appropriate.
- Contribute to strategies that improve attendance, behaviour and inclusion.

**Training and Professional Development**

- Support in delivering safeguarding induction and awareness training for staff, governors and volunteers as required.
- Promote safeguarding best practice across the school community.
- Maintain up to date knowledge of safeguarding legislation, guidance and local procedures.
- Participate in relevant supervision, training and professional development activities.

**General Responsibilities**

- Maintain confidential and accurate records and reports.
- Work in accordance with school policies, procedures and statutory requirements.
- Undertake other duties commensurate with the grade and responsibilities of the post.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.***





PERSON SPECIFICATION

# Family Support Worker and Safeguarding Coordinator

## Experience and Knowledge

| | Essential | Desirable |
|---|---|---|
| Experience of working with children and young people | X | |
| Experience of multi-agency working and supporting vulnerable pupils | X | |
| Experience of safeguarding and child protection processes | X | |
| Knowledge of safeguarding legislation, guidance and procedures | X | |
| Understanding of child development and factors affecting wellbeing | X | |
| Understanding of confidentiality, data protection and information sharing requirements | X | |
| Knowledge and experience of EBSNA support and trauma informed practice | | X |
| Experience of using CPOMS or a similar safeguarding recording system | | X |

## Qualifications & Training

| | Essential | Desirable |
|---|---|---|
| Level 3 qualification in Childcare, Family Support, Youth Work, Social Care or a related field, or willigness to work towards. | X | |
| GCSE English and Maths Grade 4/C or above (or equivalent) | X | |
| Relevant safeguarding, Early Help or related training | | X |
| Advanced Safeguarding or Child Protection training | | X |
| Training in EBSNA, trauma-informed practice, attachment or behaviour support | | X |
| Be prepared to undertake other relevant training, as and when required | X | |

## Skills and Qualities

| | Essential | Desirable |
|---|---|---|
| Excellent communication and interpersonal skills | X | |
| Ability to build positive relationships with children, families and external agencies | X | |
| Ability to work sensitively and professionally in challenging situations | X | |
| Strong organisational and time management skills | X | |
| Ability to prioritise workload and manage competing demands | X | |
| Ability to analyse information and exercise sound judgement | X | |
| Ability to work independently and use initiative | X | |
| Ability to maintain confidentiality and professional boundaries | X | |
| Competent IT skills, including Microsoft Office applications | X | |
| Experience of delivering training or presentations | | X |

## Other

| | | |
|---|---|---|
| Full UK driving licence and access to a vehicle for work purposes | X | |
| Willingness to undertake home visits and attend meetings at external locations when required | X | |

# Equality, Diversity & Safeguarding

Littleover Community School is proud of the cultural diversity of our school community.

## Equality & Diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

**Derby City Council's Equality Commitment**
https://www.derby.gov.uk/community-and-living/equality-diversity/our-equality-commitment/

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice https://www.gov.uk/government/publications/dbs-code-of-practice and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

DBS offers a sensitive applications route for transgender applicants,more information on this can be found at https://www.gov.uk/guidance/transgender-applications

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

## Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: https://www.littleover.derby.sch.uk/information/policies-compliance

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: https://www.gov.uk/government/publications/ keeping-children-safe-in-education--2

