



St Nicholas Church of England Primary School

Recruitment Information and Applicant
Pack



Family Support Worker - Permanent
From September 2024.

Date of advertisement:
June 2024



Dear Potential Applicant,

Thank you for showing an interest in our current vacancy. St Nicholas is an outstanding two-form entry primary school in the South Shore area of Blackpool.

Our school is a large primary School with 415 pupils on roll, which draws primarily from the southern wards of Blackpool as well as Lytham and St. Annes. We have 12 classes and a Foundation Stage setting of 60 pupils.

Do you want to be part of a team that provides outstanding teaching, strategic direction and support to the children and community at St. Nicholas? Are you adaptable, self-motivated and do you want to make a difference to the lives of young people and their families? If so, this could be the job for you and being part of the St Nicholas team might just be the best career move you ever make.

St Nicholas Church of England Primary School are looking to appoint a Family Support Worker to complement our team in making a difference to children's lives and help ensure that all children and families have the opportunity to thrive. We are looking for a compassionate and caring person who will immerse themselves in our school and local community. As Family Support Worker, you will work directly with families and in partnership with school staff, to improve attendance, punctuality, well-being and engagement in learning.

Please state your strengths and experience on the application.

We are looking to appoint a Family Support Worker who has the following skills and attributes:

- Excellent relationship building and communication skills
- A proven ability to communicate effectively
- Previous experience of pastoral support
- Previous experience of improving attendance for pupils
- Fully supportive of and committed to our strong Christian ethos and Christian faith
- Fully committed to inclusion
- A team player with high levels of emotional intelligence, resilience and a good sense of humour
- A reflective practitioner who accepts and relishes a challenge, and is willing to engage in all aspects of school life.

If appointed, we can offer you:

- enthusiastic, motivated and friendly children who are excited about learning
- strong, supportive leadership and a dedicated staff team
- exceptional levels of teamwork and a focus on staff wellbeing
- excellent professional development opportunities
- a Church School with strong Christian Values.

What the school offers its staff:

St Nicholas C of E Primary School is a popular school with a strong team ethos. We are committed to providing a safe and inclusive environment for our children to learn in and our staff to work in.

As an employer, we have a focus on staff wellbeing and have a range of services available that our employees can access free of charge, including flu jabs, counselling and menopause support.

We welcome applications from colleagues of all faiths and none, who are supportive of and committed to the Christian ethos of our school.

Vacancies:	Full-time Family Support Worker
Grade:	D (NJC points 7-11)
Hours:	32.5 hours (Term Time Only)
Contract:	Permanent
Required from:	September 2024
Closing date:	5pm on Wednesday 10th July 2024
Shortlisting:	Thursday 11th July 2024
Interviews:	w/b 15th July 2024 – date to be confirmed

The Governing Body takes safeguarding the pupils of our school very seriously, and to this end, the successful candidate will be required to obtain an enhanced clearance from the Disclosure and Barring Service. The information you provide will be dealt with in a confidential manner in accordance with the DBS Code of Practice.

The successful candidate will also be required to provide documentary proof of identity and qualifications.

Please provide a supporting letter / statement - this should be no longer than two pages of A4 paper and must be clear, concise and relate to the person specification provided.

Please send completed application letters to:

Miss J Harper – Deputy Headteacher

admin@st-nicholas.blackpool.sch.uk

Our vision

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



Job Profile – Family Support Worker

Grade: D (NJC points 7-11)
Responsible to: Deputy Headteacher

JOB PURPOSE

To support the school in liaising with families and improving pupil attendance.

KEY DUTIES

1. Develop and maintain effective contact and communications with families including accompanied home visits;
2. Work with other school staff to help plan strategies and interventions to address individual pupil issues;
3. Provide advice and guidance to families to reinforce their self-esteem and support pupil achievement;
4. Signpost families to sources of advice and guidance;
5. Support school strategies to improve behaviour and attendance;
6. Work with external agencies such as health professionals, Children's Centres, etc.;
7. Maintain and update sensitive pupil records and case files whilst keeping confidentiality;
8. Collate information and produce data and reports on progress and evaluation;
9. Follow up lack of response to first day contact and other contacts by home visiting or meeting parents / carers in school;
10. Support parents / carers and pupils in implementing effective strategies to improve attendance where decisions have direct impact on pupils and parents / carers.
11. Undertake accompanied home visits and attend external meetings in relation to attendance issues;
12. Supervise lunchtime activities with groups of pupils.
13. Maintain confidentiality and adhere to safeguarding procedures.

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

General

1. To maintain confidentiality at all times unless the safety and well-being of service users are a cause for concern.
2. It is the responsibility of the postholder to comply with Health and Safety and Equal Opportunities requirements at all times.

Person Specification – Family Support Worker

Note: E denotes essential / D denotes desirable

KNOWLEDGE, SKILLS AND EXPERIENCE	
Ability to relate well to and establish good relationships with children.	E
Ability to establish and maintain good working relationships with a range of people.	E
Ability to work as part of a team.	E
Ability to deal with confidential issues.	E
Experience of working within a school setting.	D
QUALIFICATIONS	
NVQ Level 3 or equivalent in a relevant area, or equivalent experience.	E
OTHER	
Commitment to the vision and values of St Nicholas C of E Primary School.	E
Commitment to the safeguarding of children and young people.	E
Commitment to equality and diversity in the workplace.	E
Be aware of responsibilities for Health and Safety of self and others.	E
Commitment to participate in relevant training programmes.	E