

# Family Support Worker

Candidate Pack

Location: **Halstead,  
Essex**  
Start Date: **01<sup>st</sup> June 2024**

## Welcome letter from our CEO

Welcome to Bridge Academy Trust. We are excited to offer an opportunity for a Family Support Worker.

At Bridge Academy Trust we aim to appoint and develop professionals who have high expectations, are highly motivated and wish to work collaboratively with others to ensure our children have the best possible provision. In return the successful candidate will be part of a forward-thinking, collegiate, and collaborative Trust where first and foremost, each school is a place of high-quality learning, where young people ENJOY, ENRICH, ACHIEVE & ASPIRE.

Our core purpose is to provide high quality education for all children in our schools.

We recognise that our staff are a precious resource, and we are committed to excellence and ensure our staff are supported individually and collectively, building strong partnerships, to help us to achieve our aims and goals.

Mark Farmer  
CEO

## About us

Here at Bridge Academy Trust, we are dedicated to bringing about significant improvement to the life chances of our children. We want them to be safe, happy,

well-educated and rounded young people who are active citizens and are fully prepared for the world beyond school; not just to cope with the world they will be part of, but to shape it.

Our commitment to achieving these goals for our children begins with the work of our amazing school leaders, teachers, support staff, trustees, and governors. It is our collective responsibility to develop schools capable of delivering truly world-class education in the 21st Century. This is why we are fully committed to supporting and developing every member of staff to be the best that they can be.

It is the responsibility of the Bridge Executive Board working with and alongside school leaders, central staff, and all school staff to deliver this strategy and to bring it to fruition. The Board of Trustees and Bridge Executive Board will receive regular information and feedback from staff at all levels to reflect and to monitor the impact of this strategy.

We are here to inspire, empower and educate. We are here with the knowledge, guidance, and resources to enable you to become the best you can be. Welcome to your Bridge Academy Trust journey.



## Join us and be part of our trust

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

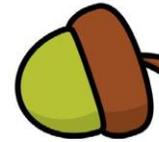
High quality continuity of every child's journey through education.

High quality and effective transition work between key stages and school transfers, ensures that children are 'ready', academically, socially, and emotionally for the next stage of their learning journey.

## Our Vision: Enjoy, Enrich, Achieve, Aspire

First and foremost, each school within the trust is a place of learning, where young people (from three to nineteen years):

- **ENJOY** coming to school and learning experiences available to them.
- Are **ENRICHED** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured.
- **ACHIEVE** high standards:
  - academically, in terms of examination results.
  - personally, through their respect for others and their environment
  - socially, through their contribution to the life of the school and wider community.
- **ASPIRE** to be the best they can be.



Acorn Academy



Chipping Ongar Primary School



High Ongar Primary School



Mildmay Primary School



Moulsham High School



Notley High School & Braintree Sixth Form



Oaklands Infant School



Ongar Primary School



Richard de Clare Community Academy



The Ongar Academy



The Ramsey Academy

## Our People Strategy

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

We aim to transform teaching, leading, and learning to fulfil our commitment to giving our children, young people and our communities, the high-quality education they deserve. Each facet of our improvement strategy recognises the need for schools and the wider MAT to recruit, nurture, grow and plan for the succession of a high-quality workforce.



We recognise the development (support and challenge) of leadership at all levels as the key to sustainable school improvement and this is evident in our ongoing financial and resource planning. Frequent and regular time with core improvement team members provides our school leaders and those with leadership responsibility with mentoring, coaching and additional capacity to drive school improvement day to day and over time. There is a shared understanding that school leaders will then work with us to similarly develop staff within their schools, creating a high-quality, committed workforce across our Trust.



## Job Description

<b>Job Purpose:</b>	To work closely with identified parents and carers in the Halstead area to help overcome pupils' barriers to learning, whether inside or outside school. This will involve maintaining regular communication, putting interventions in place, and liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupils' development and progress.
<b>Duties:</b>	<p>Working with Parents and Carers:</p> <ul style="list-style-type: none"> <li>• Act as the lead point of contact for the parents/carers of pupils receiving additional support.</li> <li>• Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise.</li> <li>• Put interventions in place to encourage parents/carers' involvement in supporting pupils' development and progress.</li> <li>• Keep up to date on the latest services available in the local area so you can promote and signpost parents/carers to these via a range of communication channels (e.g., social media, newsletters, in meetings, etc.).</li> <li>• Carry out home visits, where required.</li> <li>• Implement and monitor progress of action plans, working with parents/carers to adjust support, as necessary.</li> <li>• Provide personalised support for parents/carers to help manage transition for their child.</li> <li>• Support parents/carers through the application process for accessing local services and help them attend relevant meetings.</li> <li>• Provide regular updates to the two schools, as necessary.</li> </ul> <p>Working with Staff and other professionals</p> <ul style="list-style-type: none"> <li>• Work with relevant staff to identify and bring onboard pupils and parents/carers that would benefit from personalised support.</li> </ul>





	<ul style="list-style-type: none"><li>• Develop action plans in consultation with relevant staff and professionals, where necessary.</li><li>• Liaise and build relationships with external agencies and professionals, following up on actions where necessary.</li><li>• Maintain regular communication with relevant staff to update them on progress of individual pupils.</li><li>• Assist with carrying out early help assessments.</li><li>• Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process.</li></ul> <p>Record Keeping</p> <ul style="list-style-type: none"><li>• Maintain accurate records of interventions and relevant meetings.</li><li>• Facilitate the transfer of relevant pupil information inside and outside the school.</li><li>• Complete relevant paperwork required by external agencies.</li></ul>
<b>General:</b>	<p>The duties may be varied by the Trust, or school to meet changed circumstances in a manner compatible with the post held.</p> <p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</p> <p>It is a requirement to:</p> <ul style="list-style-type: none"><li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.</li><li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li></ul>

## Person Specification

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>Educated to a good standard</li> </ul>	E
Knowledge & Experience	<ul style="list-style-type: none"> <li>Experience working in a school environment or other educational setting</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience working with children / young people with additional needs (e.g., special educational needs (SEN) and disabilities, behavioural needs, mental health needs)</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience supporting and working with parents of young people</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience working with colleagues and external stakeholders (e.g., from external agencies)</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of keeping good written records</li> </ul>	D
	<ul style="list-style-type: none"> <li>Knowledge of the barriers to learning that pupils may face</li> </ul>	D
	<ul style="list-style-type: none"> <li>Tailoring plans and interventions to individual pupils</li> </ul>	D
	<ul style="list-style-type: none"> <li>Knowledge of available support services in the local area</li> </ul>	E
	<ul style="list-style-type: none"> <li>Safeguarding of children and young people</li> </ul>	E
Skills and attributes	<ul style="list-style-type: none"> <li>Good listening skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Effective written and verbal communication skills</li> </ul>	D
	<ul style="list-style-type: none"> <li>Good IT skills</li> </ul>	D
	<ul style="list-style-type: none"> <li>Ability to create good relationships with children, staff, parents, and external agencies</li> </ul>	E
Personal qualities	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Commitment to acting with confidentiality, integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the Trust.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work under pressure and prioritise effectively.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Commitment to always maintaining confidentiality.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Commitment to safeguarding and equality.</li> </ul>	E



## Job Specifics:

Scale/Point: Scale 6, Point 12-17

Annual Salary: £18,356 to £19,998

Hours Per Week: 30

DBS: Enhanced with Child Barred List

Core Hours: 0830-1500 Monday to Friday

Pension: Local Government Pension Scheme

Working Weeks: 39 per year

Location: This role will support Richard De Clare Community Academy and The Ramsey Academy

## How to apply

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact Mandy Heal, HR Director: [healm@bridgeacademytrust.org](mailto:healm@bridgeacademytrust.org)

Please email your application to: [recruitment@bridgeacademytrust.org](mailto:recruitment@bridgeacademytrust.org)

Closing date: Thursday 16<sup>th</sup> May 2024

Interview dates: to be confirmed