



Family Support Worker/ Deputy Designated Safeguarding Lead

GRADE: F (Points 15-20)

ACTUAL SALARY: £24,019 - £26,766

**CONTRACT: 37 hours per week, 39 weeks per
year**

START DATE: ASAP

CANDIDATE INFORMATION PACK



Version: Apr 2024

What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About Derby Pride Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). This Family Support Worker position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

We are eager to appoint a dedicated practitioner who is passionate about enabling our students to access educational opportunities via an individualised curriculum, and, as much as possible, enabling and supporting them to be active citizens in the wider community.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Rachael Locker, Administration/Exams Officer, on 01283 550667 or via email to r.locker@derbyprideacademy.co.uk.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen special, alternative provision and mainstream primary academies based in the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged.

Inclusion is at the heart of our culture and ethos, and we are ambitious about being one of the leading trust within the region for SEND expertise and outreach provision. Esteem Academies believe that through coloration, sharing expertise and supporting one another, we are 'Stronger Together!'

We are a trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support; including SEND expertise, to our academies and to other schools and local authorities

Our trust has three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

1. We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
2. We will deliver high standards and value for money from our support services, resources, estate and technology.
3. We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

We really value each school's unique identity, which reflects the diverse needs of the pupils and the community that each school serves. It is therefore important to us that our pupils feel they belong to their local community. This is why we believe that our schools need leaders and governors who are experts in understanding their local school context.

Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils. Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

Further information about Esteem can be found on the website at www.esteemmat.co.uk

Welcome from the Headteacher



Mark Hatton, Headteacher

Dear applicant,

Thank you for your interest in the post of Cover Supervisor at Derby Pride Academy. It is with great pride that I welcome you to our school. There is something very special about Derby Pride Academy, and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to

learn and prepare for adulthood.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Take some time to have a look around our website, or better still, arrange a visit to see us in person.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil this role. The closing date for applications is 06 May 2024 at 23:59.

Interviews will be held during week commencing 13 May 2024. I look forward to meeting you.

Kind regards

Mark Hatton
Headteacher
Derby Pride Academy

About Derby Pride Academy

Derby Pride Academy works to engage and sustain learning for vulnerable and challenging young people. We work with our students to improve their attainment, behaviour, attendance, self-esteem, and confidence whilst providing skills to support development as responsible members of the community; we raise expectations and contribute to the well-being and cohesion of the community we serve.

We believe that provision based on teaching young people how to achieve in core subjects, in managing personal behaviours and in developing employability skills is vital to success.

We deliver Alternative Provision which recognises that students are all individuals with different strengths and weaknesses, acknowledging that mainstream education is not for everyone.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Further information about our academies can be found on the websites at:

<https://www.esteemmat.co.uk/>
<https://www.derbyprideacademy.org.uk/>

Advertisement

Job Title: Family Support Worker/Deputy Designated Safeguarding Lead

Location: Derby Pride Academy, Orient Way, Derby DE24 8BY

Grade: Grade F (Points 15-20) £24,019 - £26,766

Start date: ASAP

Contract: 37 hours per week, 39 weeks per year

We are eager to appoint a Family Support Worker to provide effective and efficient support to pupils across the curriculum within Derby Pride Academy.

This role will be responsible for establishing a supportive relationship with the pupils and their parents/carers, monitor behaviour and achievement, providing support to vulnerable families and young people within the academy by delivering coordinated, time limited, outcome focused and high-quality interventions that address identified need.

You will have excellent organisation and communication skills with experience in supporting students allowing them to access a positive learning environment. The successful candidate will be formally accountable to the Headteacher, Designated Safeguarding Lead, and the Senior Leadership Team.

Benefits include: LGPS Pension Scheme (18.5% employer contributions), Westfield Health membership and free parking.

For further information, please contact Rachael Locker, Administration/Exams Officer, via email r.locker@derbyprideacademy.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 06 May 2024 (23:59)

Interview date: WC 13 May 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Family Support Worker

Post Title:	Family Support Worker & Deputy Designated Safeguarding Lead
Location:	Derby Pride Academy, 20 Orient Way, Pride Park, Derby DE24 8BY
Purpose:	<ul style="list-style-type: none"> To provide support to vulnerable families and young people within the academy by delivering coordinated, time limited, outcome focused and high-quality interventions that address identified need. To engage directly with the identified students and the families of persistent absentees, this will involve lone working, home visits and delivering a proactive response to support, for each young person, the identified student outcomes. To deliver targeted activities to engage, empower and enable pupils and their families to take ownership of the solution, develop resilience, and maximize educational opportunities. To assess the ongoing needs of the young people and families on their case load and to liaise with other professionals as necessary, making appropriate referrals as required To assist the Leadership Team in supporting the attendance, wellbeing and safeguarding of Derby Pride Academy pupils through targeted interventions, developing family links and relationships and liaising with associated services within and external to the trust. To encourage a positive attitude to school attendance, support the SENCO in working with health/ therapeutic services and to support the DSL in the Deputy DSL role.
Reporting to:	Headteacher, SLT, DSL
Responsible for:	Reporting and Communicating with internal and external stakeholders. Supporting Derby Pride Academy pupils and families by following good practice guidelines as designated by the leadership team and to achieve the best outcomes for every student.
Liaising with:	<p>Parent/ Carers</p> <ul style="list-style-type: none"> To support attendance and engagement, including home visits To support services offering support (NHS, health, social services or colleagues within the MAT) To be a point of contact around earliest help services <p>Designated Safeguarding Lead and FASST Team (and SLT as part of a Safeguarding Team)</p> <ul style="list-style-type: none"> To ensure a solid understanding of safeguarding practices and current caseload To support the Lead DSL in communicating with external agencies To maintain our MyConcern log of incidents

	<ul style="list-style-type: none"> To gain help and support <p>External Agencies (e.g. Social Services, HOPE Team, Educational Welfare, Police, Health)</p> <ul style="list-style-type: none"> To take part in meetings and record key points To share current situations To advocate on behalf of our children and ensure they challenge opinions if needed (to act as the voice of the child) To make referrals as directed by the DSL/SLT in keeping with the expectations around Keeping Children Safe in Education.
Working Time:	<p>Starting at 8.15am each day Monday - Thursday 7.5 hours per day Fridays 7 hours 37 hours per week</p>
Salary/Grade:	Grade F (15-20) £24,019 - £26,766 (the top end of this is with 5 years' service or more)
Disclosure level	Enhanced DBS Clearance
PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<ul style="list-style-type: none"> The ideal candidate should have a solid understanding of up to date safeguarding practices, procedures and expectations. They will be willing to undertake periodic training to maintain a current view of the safeguarding climate. The candidate should be confident in expressing concerns both with families and with other professionals, and in working with the Safeguarding and Wellbeing Team in school (DSL staff and in linking with the Esteem FASST Team. The FSW will be self-motivated and willing to go the extra mile to ensure that pupils are best supported A calm response to challenging situations is essential as is the recognition that in dealing with families and other agencies, they are representing the school and the trust. They will uphold our values and approach as outlined in the Derby Pride Academy Professional Protocol, the trust codes of professional conduct and as proscribed by the Nolan principles of public service. Working to deadlines and completion of statutory paperwork are a significant part of the role therefore personal organisation skills and an understanding of the processes and frameworks used is a necessity. Whilst training will be provided on specific systems, confidence in using ICT systems and an ability to accurately record information is essential. Ideally, the candidate will have experience in using ICT systems for logging and retrieving information To have a caseload of students. Building a picture of need and forming support plans for these students is therefore crucial. Attendance is critical to pupil engagement in school and supporting improved attendance across the school and for specific children will form a significant part of the role

	<ul style="list-style-type: none"> • The flexibility to respond to changing need and prioritise workload is key in effectively undertaking the role • To participate in conferences, reviews, meetings and other forums as required to engage, empower and enable our students and their families to take positive steps towards change • To increase parent/carer engagement, signposting where required, to strengthen family relationships and support children's education. • To work co-operatively with colleagues and partners to share information, ensuring a joined-up approach. • To follow all appropriate quality assurance frameworks, legislation, regulations, policies and procedures, which are central to good practice <p><i>Because the nature of any role associated with safeguarding and close family support can be emotionally challenging, recognition of the need to maintain one's own wellbeing is essential. Supervision meetings with the DSL/Deputy DSLs will be offered as well as direction to where we offer our staff in regards to wellbeing support.</i></p>
Other Generic Responsibilities:	
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Person Specification: Family Support Worker Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Level 2 Safeguarding Training • An understanding that Designated Safeguarding Lead training will be undertaken & refresher training is maintained (note that the role is NOT for a DSL but this provides the best standard of training) • A secure and up to date knowledge of Keeping Children Safe In Education • A full clean driving licence • Up to date training in regard to the following: <ul style="list-style-type: none"> ○ The Prevent Duty ○ Female Genital Mutilation ○ Child Protection in Education ○ Safeguarding children and young people ○ Dealing with bereavement ○ Online safety ○ Understanding self-harm ○ Understanding anxiety
Desirable		<ul style="list-style-type: none"> • Experience in dealing with the support of individuals who require a trauma informed approach alongside best practise for students with social, emotional, behavioural and mental health needs. • Engaging in multi-agency working
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Able to communicate with people of all ages and backgrounds • Ability to be flexible and work to tight deadlines • Able to remain calm and confident under pressure whilst representing the school and MAT • Self-motivated and able to prioritise workloads
Desirable		<ul style="list-style-type: none"> • Knowledge of school ICT software packages and their use • Ability to maintain own wellbeing in emotionally challenging circumstances
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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