



## Salmons Brook School

*Improving the quality of children's lives by developing their potential*



## Family Support Worker and Student Welfare Lead

Permanent /Full-time  
Scale PO1

Required as soon as possible

**Headteacher:** Kimberley Matthews

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**Salmons Brook School:** Bell Lane, Enfield EN3 5PA

# About EdAct



<https://www.edact.org.uk/>

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and Salmons Brook School (SEMH) and the Konrad Halls Centre – EdAct’s children’s therapy and alternative education centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

**E**xcellence in all we do

**D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

**A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

**C**reative in our approach to achieving the best for the children

**T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us, you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

**Dr Susan Tranter**  
**Chief Executive**



# About Salmons Brook School



<https://www.salmonsbrook.org.uk/>

Salmons Brook School is a mixed special school, which caters for young people with social, emotional and mental health (SEMH) needs.

Our students' primary need will be SEMH and some may have co-occurring needs in one or more of the following areas: communication and interaction; cognition and learning; sensory and/or physical needs.

Our vision and core purpose is **improving the quality of children's lives by developing their potential.**

We are focused on developing positive character traits within our students and approach this through a shared commitment to our 'CREATE' values.

## **Our aim is that all students at Salmons Brook:**

- Engage and grow together as part of an inclusive Community, rooted in fairness.
- Develop secure and lasting Relationships, fostered by kindness.
- Share experiences that provide Enrichment, enhanced by teamwork.
- Foster ambitious Aspirations, through a commitment to learning.
- Build a culture of Trust, by displaying honesty in their actions.
- Achieve their potential, supported by a personalised Education and a curiosity for learning

## **We will achieve these aims by:**

- Delivering an innovative, ambitious and highly specialised curriculum, which includes exposure to enrichment activities that develop personal growth.
- Creating a therapeutic, student-centered learning experience, which focuses on the specific needs of the student, develops self-esteem and helps build secure and lasting relationships.
- Fostering community cohesion to challenge inequality and embrace diversity.

Salmons Brook School opened in September 2022 for 40 students Year 7–10. The building was designed and built to meet the needs of the students attending the school.

**Kimberley Matthews**  
**Headteacher**

# Job Description: Family Support Worker and Student Welfare Lead

<b>Job title:</b>	<b>Family Support Worker and Student Welfare Lead</b>
<b>Salary:</b>	<b>PO1</b>
<b>Hours:</b>	<b>36 hours per week, 42 weeks per year (pro rata)</b>
<b>Responsible to:</b>	<b>Safeguarding and Welfare officer</b>

Salmons Brook School is a specialist SEMH school for young people aged 11 – 18. We have 70 places for young people. We are opened in September 2022 for 40 young and will continue to grow until 2025 as we expand to Post-16 years and a capacity of 70 pupils. Our vision and core purpose are to improving lives by nurturing potential. We are focused on developing positive character traits within our students and approach this through a shared commitment to our 'CREATE' values. Salmons Brook School is seeking to employ a family support worker who will work with our Safeguarding and Welfare officer to oversee family support, student welfare and safeguarding.

This includes:

- Family support: developing our existing provision of family support by being the first point of contact for families requiring additional support, putting on events and training for families and liaising with external professionals involved in our families' lives.
- Safeguarding: you will be a key member of the safeguarding team.
- Student Welfare: you will lead on medication and first aid across the school, including reporting, recording and monitoring, working with the school nursing team, staff training, the use of medical room and be the key point of contact for students, staff, families and professionals regarding medication, first and allergies. You will work closely with the Safeguarding and Welfare officer to lead on attendance across the school.

Who are we looking for?

The role will include line management of staff and therefore experience of this is ideal. You might have previous experience as a Family Support Worker, as an Educational Welfare Officer, worked in social or community care or have significant relevant experience in working in safeguarding within a school setting.

Purpose of the Role:

- To lead on Family Support within the school, under the direction of the Safeguarding and Welfare Officer.
- To work as a key member of the safeguarding team at Salmons Brook School as one of the Designated Safeguarding Leads.
- To work with families where young people do not attend school regularly, struggle with the challenges of school or where the parents are seeking advice on parenting.
- To promote the welfare and academic success of young people at Salmons Brook School, ensuring that wellbeing and safeguarding is of the utmost importance.
- To support with attendance, punctuality and the wellbeing of our young people.
- To work closely with families and other agencies to ensure that young people and families have the right support at the right time.

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# Job Description: Family Support Worker and Student Welfare Lead

## General Duties and Responsibilities:

### Leadership

- To provide high quality support in relation to supporting the attendance, welfare and safeguarding of young people who attend Salmons Brook School.
- To provide regular analysis and action plans around the attendance of young people at Salmons Brook School and ensure that there is ongoing communication with parents and carers and relevant outside agencies.
- In consultation with the Safeguarding and Welfare Officer identify, develop and lead appropriate interventions including family workshops, parenting groups, external services training for families, coffee mornings etc.
- To provide reports for monitoring and evaluation purposes as required.
- To ensure that accurate logs are kept from communication and meetings with other professionals.
- To attend meetings as a representative of the school to share information and work carried out with a young person and/or their family.
- To support the referral process for cases which need to be escalated to social care, including, making referrals, liaising with social care or other services, ensuring accurate and timely providing of relevant information.
- Line manage staff, as directed by the Headteacher.

### Support for young people

- To develop relationships with young people and their families, with the aim of contributing to achieving goals and outcomes identified in young people's Education, Health Care and Plans.
- To be responsive to issues as they arise and be sufficiently knowledgeable of our young people and their families in order to intervene to ensure the best possible outcomes for the young person.
- To support with uniform: sale, creating payment plans for families and assisting families with applying for uniform grants.
- To support the school with applications for grants which would help to extend the offer available to young people and their families within the school community.

### Working with families

- To undertake day to day case work to improve levels of engagement and school attendance/punctuality, and to ensure parent/carers are aware of their legal responsibilities to secure the regular attendance of their child at school.
- To act as the first stage of school support for families requiring additional help including supporting with applications for DLA, uniform grants, sign posting to external services etc.
- To work with families to ensure that young people at Salmons Brook School are able to engage in life at Salmons Brook School.
- To develop short, medium, and long-term support plans for engaging families in the education of their children.
- To build strong relationships with parents and carers so that they are involved and know how they can support their child, in collaboration with the school.

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# Job Description: Family Support Worker and Student Welfare Lead

- To attend multi-agency meetings to ensure a joined-up approach between home, school, and external services, including core group, child protection, LAC reviews/PEP meetings and other relevant meetings, as required.
- To attend parent events as appropriate.
- To maintain regular communication with parents and carers, outside agencies and school staff to ensure that all stakeholders are up to date with any developments involving young people.
- To support regular, home-school communication including appropriate recording and logging of this information.
- To provide reports to the Senior Leadership Team, external agencies and parents as required.

## Safeguarding

- To be a key member of the safeguarding team
- To ensure any urgent safeguarding concerns are raised immediately with the DSL or deputies to ensure prompt and appropriate action is taken.
- To meet regularly with the wider team, to ensure that all work is carried out in a joined-up manner.
- To work with the Safeguarding and Welfare officer to develop safeguarding related interventions across the school as part of a whole school and targeted approach.

## Student welfare

- To be the school's main first aider and first responder to any medical emergencies in the school.
- Administer medication to pupils in accordance with their medical plans and record all necessary, as necessary.
- Provide comfort and support to unwell pupils who attend the medical room, contacting parents if required.
- Enter all accident and illness details on the School's electronic accident book system.
- Oversee the Medical Room ensuring that it is kept tidy and fully stocked with the necessary equipment and medical supplies.
- Be aware of the location of all First Aid boxes across the school and ensure that the necessary labelling is applied. Be responsible for distributing lists to all site staff to make them aware of the locations of all first aid boxes.
- Provide medical packs and essential medical information briefing sheets for all school trips ensuring that the staff know to collect and return the medical packs to the Medical Room. It will be the responsibility of the WA to sign these kits in and out and to replenish their contents as and when required.
- Reorder medical supplies as and when necessary within the annual medical budget.
- Monitor pupils' epipens and inhalers across the school and ensure that all medication kept on site is both stored in an orderly and labelled manner and is in date. To notify parents of any out-of-date medication and to ask for it both to be removed.
- Work with the School Nursing Team to ensure first aid compliance and to undertake any welfare checks requested by the team such as height and weight measurements.
- Maintain and circulate the most up to date First Aider list.
- Be aware of, and familiar with, the school's various medical and first aid policies and advise if appropriate.
- To identify any recurring problems and to make recommendations for any appropriate remedial action to the School's H & S Committee
- Circulate the most recent allergy and medical information to all members of staff (via email) and to key information points around the school (eg kitchen, staff room, sports hall, medical room and school office)

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# Job Description: Family Support Worker and Student Welfare Lead

## General Duties and Responsibilities:

The nature of the Family Support Worker post will require a flexible approach in order to meet the needs of the school community. The working hours of this post will be negotiated between the post holder and their line manager, it will involve some early starts and some late finishes, between 8am – 6pm, but the school intends to adopt a flexible approach to ensure the school’s vision of a family-centered approach. The post-holder will be expected to carry out any reasonable requests within the school day (8am – 6pm) in line with their working hours and role.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the Senior Leadership Team or their Line Manager, commensurate with the skills, abilities and grade of the post. This job description may be amended at any time following discussion between the headteacher and member of staff.

Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

All employees are expected to follow the staff code of conduct.

# Person Specification: Family Support Worker and Student Welfare Lead

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in Maths and English</li> <li>• Evidence of qualifications in higher education, preferably to degree level in a relevant field</li> <li>• Training, or ability to undertake training, in safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification and a willingness to undertake further training</li> <li>• Evidence of Continuing Professional Development relevant to role</li> <li>• UK Driving Licence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working effectively with the parents /carers of young people</li> <li>• Experience of multi-agency working and attending multi-disciplinary meetings</li> <li>• Experience of working within either a school or social care setting in relation to supporting young people with additional needs and the challenges that this can pose</li> <li>• Experience of carrying out family support which includes experience in providing support outside of a structured or formal setting e.g. within the home and/or community</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of SEND Code of practice and Keeping Children Safe in Education</li> </ul>
Skills, knowledge and aptitude	<ul style="list-style-type: none"> <li>• Ability to work flexibly in line with the evolving needs of the school</li> <li>• Ability to travel in your role of supporting our young people</li> <li>• Ability to carry out home visits</li> <li>• Ability to lead, challenge and support external services in ensuring the best possible outcomes for our young people</li> <li>• An understanding of the emotional and psychological needs of young people</li> <li>• An understanding of the complexities affecting young people with additional needs and how this can impact on other areas of their development</li> <li>• Ability to respond to enquiries a in a timely manner</li> <li>• Ability to maintain detailed, accurate and secure records, and produce reports as required</li> <li>• Ability to engage constructively with, and relate to, a wide range of people from difference ethnic and social backgrounds and with their families and carers</li> <li>• Ability to prioritise changing demands whilst managing own workload</li> <li>• An ability to use ICT effectively, be well organised and keep systematic records as well as have the ability to share information through both written and verbal communication</li> <li>• Ability to work flexibly as part of a team and to work cooperatively and collaboratively</li> <li>• Ability to communicate effectively with young people, parents, teaching and non-teaching staff and outside agencies</li> <li>• Knowledge of and commitment to strategies to ensure inclusion and equal opportunities including pro-actively ensure that Equalities and Diversity policies are implemented</li> <li>• Evidence of a good record of attendance and punctuality, and an ability to cope under pressure</li> <li>• The ability to combine professional expertise with the necessary emotional resilience to ensure effective family support</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>• Flexibility and desire to adapt to different roles and tasks as required by the school</li> </ul>	



# How to apply



You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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Headteacher: Andrew Lloyd

