



Family Support Worker

Information for candidates



FAMILY SUPPORT WORKER RECRUITMENT INFORMATION PACK

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Harbour Vale School

Simons Road, SHERBORNE, Dorset DT9 4DN

Telephone: 01935 814582

Email: office@harbourvale.dorset.sch.uk

Website: www.harbourvale.dorset.sch.uk



Dear Applicant,

Thank you for taking an interest in the post of Family Support Worker at Harbour Vale School.

We are a pupil referral unit and we educate students who have been permanently excluded or are at risk of permanent exclusion from mainstream education at Key Stages 3 or 4.

We also offer SEMH places at KS4, short term turnaround placements and medical places at both KS3 & 4.

We have a capacity of 32 students, and this is growing each year. The need for specialist and PRU places in Dorset is increasing and with our new school buildings it is possible for Harbour Vale to grow and flourish to support children within our locality.

As a school we joined the Sherborne Area Schools Trust (SAST) in November 2019 and officially became Harbour Vale School. It is fantastic being part of a trust who puts children at the centre of everything they do. Having a sense of belonging and working together with so many experienced colleagues, with great CPD opportunities, collaborative working, learning and support mechanisms centrally. Reinforces the benefits of being part of a Multi-Academy Trust.

Last academic year Harbour Vale School had a huge makeover. We commissioned a new build that included a new reception and classroom, as well as internal renovation work, leaving us with a school that is welcoming, friendly and fit for purpose.

We have robust processes of student induction that includes baseline and diagnostic testing upon entry, which allows staff to plan personalised learning from the moment the students arrive with us and supports positive re-integrations.

Our school values and ethos is centred on students to believe in themselves, feel proud of their achievements and successes, and we aim to support learners becoming more respectful, responsible and resilient learners.

Harbour Vale School has intervention programmes and personalised timetables for each student and we work collaboratively to promote positive outcomes and celebrate every small win.

We are looking to appoint a Family Support Worker who can start with us from 1 September 2022.

If you are passionate about Inclusive Education, have knowledge or experience of SEMH, mental health and student well-being and are up for a challenge, we look forward to receiving your application.

Yours sincerely

Victoria Rashleigh
Headteacher

THE APPLICATION PROCESS



We look forward to receiving your application by 9.00am Monday 27 June 2022.

Interviews will take place as soon as possible after the closing date.

You are asked to provide the following:

- A completed SAST Support Staff Application form which can be found on our website
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned either by post, marked 'Confidential' to: HR Admin Team
c/o Shaftesbury School, Salisbury Road, Shaftesbury, SP7 8ER or preferably by email to: recruitment@sast.org.uk.

You are warmly encouraged to visit our School prior to application, please do not hesitate to contact our HR team who will be happy to arrange this.

Please contact them on 01935 316940 or at recruitment@sast.org.uk

Harbour Vale School, part of the Sherborne Area Schools' Trust (SAST) and has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

Sherborne Area Schools' Trust recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.



JOB DESCRIPTION

Job title:	Family Support Worker
Grade:	Grade 8, Point 12-20
Salary:	£19,358 – £22,682 actual (depending on experience)
Contract Type:	Permanent
Start Date:	1 September 2022
Hours:	37 hours per week
Weeks:	38.2 weeks per year, term time + 1 inset day (44.72 paid weeks)



Purpose and impact

To provide a range of support functions to our students and their families through a range of interventions agreed by the school.

Key responsibilities

- To promote the need to keep all our students, regardless of their ability, physical and or emotional/ mental health needs safe from harm.
- To ensure that all safeguarding concerns are escalated appropriately through the relevant designated manager.
- To positively contribute to and deliver the concept of early help and early action in supporting and enabling families implement positive changes.
- Organise and contribute to TAF meeting.
- To provide guidance and support about how to deliver a team around the family meeting.
- To develop constructive relationships and work with students, parents/carers; a range of professional partners including statutory children social work, the police, other schools, health, and community organisations to meet the overall outcomes for our students and their families.
- To provide written reports, develop and contribute to action plans for students and their families.
- To signpost and act as navigators for partner agencies and for service users in the identification of appropriate services for families.
- To deliver and support group work in delivering a positive focused community intervention in addressing social issues/public health issues.
- To undertake direct work with students and their parents to address a range of issues – family conflict, family breakdown and behaviour issues; risk of offending or committing anti-social behaviour; emotional and mental health issues; school attendance; neglect and sexual exploitation - to support them in developing coping strategies and being able to manage their lives.
- To escort, supervise or transport children when required as part of a planned intervention.
- To signpost families to relevant agencies who can provide routine welfare benefits advice and budgeting advice.
- To contribute to specific projects led by the school.
- To record accurately and clearly and in a timely manner, all relevant information relating to the families concerned onto the relevant systems.
- Maintain records and provide relevant data as required by the relevant manager.
- To discuss any proposals for expenditure in order to seek agreement by the budget holder.
- To contribute to the provision of a response to civil emergencies as required.
- Responsibility for promoting and safeguarding the welfare of children and young people at all times.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Person Specification

Experience

- Experience of working with children in an educational setting is essential together with the identified specific competences/skill.
- Experience of working with partners agencies in order to keep children and young people safe from harm.
- Experience of working with members of the public, both face to face and on the telephone.
- Experience of working within a setting where formal written records are required to be maintained alongside the use of IT data and information systems.
- Significant empathy with pupils who have additional or special educational needs. Where appropriate, to be prepared to undertake special skills training e.g. signing, to meet additional educational and communication needs.

Skills, Ability and Knowledge

- GSCE Maths and English or relevant equivalent qualification.
- Knowledge of legislation and regulations applicable to the support and care of pupils is desirable.
- Awareness of safeguarding and child protection procedures.
- Understanding of anti-discriminatory working practices relating to children and their families.
- Understanding of child development and parenting issues, including the range of factors that lead to poor outcomes for children and young people.
- Basic knowledge of the impact of mental health, domestic violence and substance misuse upon the daily lives of families.
- Ability to communicate effectively both verbally and in writing.
- Good level of computer literacy, particularly for record input.
- Ability to represent the directorate to external agencies.
- To be able to work individually and as part of a team.
- Willingness to share knowledge in an enabling way.
- To be able to use their initiative appropriately.
- Effective time management and prioritisation
- To be able to work with children, young people and their carers in a positive and enabling manner.
- The ability to work flexibly and creatively.
- Ability to be analytical and to be able to contribute to formal assessments as and when required.
- Understanding of working with families with mental health, substance misuse and Domestic violence.
- Understanding of working with families whose behaviour challenges parents and carers.

Key contacts and relationships

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.
- Contact with Health Service professionals to provide daily support for the pupils with known medical conditions.
- Contact with parents / carers and other agency staff, including specific learning bodies, to provide support for pupils, such as giving feedback on pupils progress. Such communications can be of a delicate nature depending on a pupil's specific needs or that of his/her parental.

ADVERT



Post: Family Support Worker
Location: Harbour Vale School, Sherborne, Dorset
Start Date: 1 September 2022
Closing Date: 9.00am Monday 27 June 2022
Interviews: As soon as possible after the closing date
Salary: Grade 8, Point 12-20
Contract: Permanent
Hours: 37 hours per week
Weeks: 38.2 weeks per year, term time + 1 inset day (44.72 paid weeks)

We are seeking to appoint an enthusiastic and resourceful Family Support Worker to join our team at Harbour Vale School. This post represents an outstanding opportunity for an enthusiastic and qualified member of support staff who is keen to develop professionally in a school that is fully supportive of the importance of inclusion and ensuring that students achieve to the best of their ability.

If you wish to discuss this post or visit the school in advance of application, you are welcome to do so. Please contact the Office Manager- Suzette Hibell at office@harbourvale.dorset.sch.uk.

Harbour Vale provide students with the right support and interventions that allow students to be proud of their achievements and celebrate even the small wins. The school has a capacity of 32 students and classes of up to 8 with a qualified teacher.

This role will be challenging, yet immensely rewarding. Working within our Trust, you will be supported by an experienced leadership team, strong governance and a committed staff. We will also offer an excellent package:

- a competitive salary
- high-quality CPD opportunities
- work collaboratively with Trust colleagues, sharing best practice and specialisms
- a strong sense of shared moral purpose and a real opportunity to transform the lives of young people

For a full recruitment pack, job description and online application form, please visit our Trust website www.sast.org.uk.

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About Harbour Vale School

We are a short stay alternative provision for students who have been permanently excluded or at risk of permanent exclusion from mainstream education, (dual registered) students who have specific medical needs and students who need SEND assessments from Year 7-11, located in Sherborne, North Dorset. We pride ourselves on having a child-centred approach and embrace the school ethos of:



Promoting responsible, respectful and resilient learners.

We provide students with the right support and interventions that allow our students to be successful, build self-confidence, become more resilient, with a broad and balanced curriculum, alongside a range of activities and opportunities that support them to re-integrate and engage back in mainstream education or a specialist school settings, or move on to college or an apprenticeship.

We provide students with the right support and interventions that allow them to be proud of their achievements and celebrate even the small wins.

We have a capacity of 32 students and classes of up to 8 with a qualified teacher.

Ethos and Values

- **Respect** - People and property and for you to have the right to be respected and be treated fairly
- **Resilience** - Everyone has the right to feel safe & ensure the safety of others. We should help each other, be kind and work in a team
- **Responsible** - Students have the right to learn & the responsibility to make the most of the opportunities given

Everyone will be treated as individuals with different goals, targets and needs



SHERBORNE AREA SCHOOLS' TRUST (SAST) INFORMATION

SAST is a multi-academy trust, formed in June 2017, of seven schools serving the West and North Dorset area as well as students from South Somerset. Currently, there are 17 schools with more than 5,000 students and over 850 members of staff. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 4 secondary schools including a state boarding school and Sixth Form and a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

Our Schools:

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-academy trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children.

What we value – our ethos:

Partnership and Collaboration

Our schools support each other, by sharing expertise and resources, to ensure improvement.

Pursuit of Excellence

We provide a high quality education to enable all students and staff to aspire, thrive and succeed.

Holistic Lifelong Learning

We promote the personal development of every child and a love of lifelong learning for our students and staff.

Equality and Distinctiveness

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities

Organisation - How we work:

All our schools are successful. Of course we recognise that we need to continually improve and evolve. The priority is to enable every School to continue to provide an excellent education for all our students while protecting the School's role at the heart of its community, along with our unique qualities and strengths.

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