



Family Support Worker Application Pack



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Application Pack

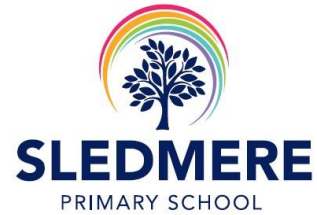
Family Support Worker

Sledmere Primary School

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About Sledmere Primary School

Be The Best You Can Be



At Sledmere Primary School we put the children at the heart of everything that we do. Our vision is to provide a safe and positive learning environment that celebrates our children's uniqueness and encourages them to achieve and succeed in all they do.

Our children are eager to learn and are supported by a dedicated team of staff who make learning fun, whilst ensuring they gain the skills, knowledge and understanding to ensure they become lifelong learners. Our belief is that all our children have the potential to succeed, driving us to find new ways to challenge their thinking but at the same time providing a safe, welcoming environment.

Sledmere Primary School is a three-form entry school in Dudley and recently became part of Perry Hall Multi-Academy Trust.

This is a non-class-based post in the first instance. We are looking for some who has a passion to make a difference to the lives our children.



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About Our Trust



With the intention to seek more autonomy and control over the school budget and services, Perry Hall Primary School converted to an academy on the 1st of July 2013.

At the same time, Perry Hall was delivering School to School support to Berrybrook Primary following a subsequent request from their local governing body, who later in April 2014 joined the trust, officially making it Perry Multi-Academy Trust (PHMAT). Since then, a number of schools from multiple authorities have been welcomed into the Trust.

The management of the PHMAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Our Vision

Our Purpose:

We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points

This is achieved for all our children by:

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

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Job Description

Main Responsibilities

- Identify pupils and families in need of additional support promoting effective home-school partnerships
- Lead on the provision of advice and guidance to families and children to encourage positive involvement in the school environment.
- Facilitate and attend meetings in school and during home visits, with pupils, families, colleagues, and external agencies as appropriate
- Be part of devising, implementing and ensuring care plans are delivered and monitored effectively maintaining accurate and up to date records, accordingly, delegating tasks to colleagues members as appropriate
- Ensure regular feedback is provided to Head on current case load
- Create and present case reports for pupils to ensure that all relevant internal and external parties are updated on the progress of the pupil and their families and appropriate support, and interventions are provided (for example EHAs, CIN reports, CP reports etc.)
- Devise and carry out interventions with pupils, parents/carers and families as highlighted by their care plans ensuring that individual needs are met
- Monitor and oversee the day-to-day delivery of the pastoral/family support function within the school/academy ensuring the safety and wellbeing of pupils and their parents/carers and families are maintained
- Work in conjunction with external agencies to provide guidance, advice and support to colleagues, pupils and their families or carers to ensure appropriate interventions and protection is provided
- Lead on a range of extra support services for children and their families, including facilitating various groups and activities to ensure families received a package of holistic support.
- Understanding of safeguarding policies and procedures and the importance of safeguarding children, young people and vulnerable adults
- As deputy DSL respond to any safeguarding or wellbeing concerns ensuring that referrals to appropriate agencies are completed in a timely manner where required and all internal and external parties are updated accordingly
- Be part of home visits for all early years and new admissions, and where appropriate, attendance.
- Having safeguarding conversations with parents after disclosures under the direction of the DSL or Head

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- Follow up disclosures with children for clarity where appropriate in line with the Trust safeguarding policy
- Chaperone for children when speaking with outside agencies where necessary
- Attending Pupil Progress meetings to monitor intervention and pupil progress
- Is a proactive member of the inclusion team, working closely with the SENCO and attendance lead
- Develop and implement school/academy policies and procedures relating to Child Protection, Safeguarding, behaviour and attendance
- To support pupils and colleagues to provide a supportive learning environment to ensure that individual needs are met
- Ensure effective communication is in place so that appropriate information is shared with relevant parties internally and externally, recording all communication
- Effectively record communication held with pupils, families and external agencies on the school agreed system
- To ensure confidentiality, sensitivity and accuracy in all record keeping in relation to the Trust safeguarding policy
- To build on knowledge and understanding of local resources of community and statutory services including mental health teams, social services, CAMs, schools and voluntary services and communicate effectively with them in the best interest of the child and the family
- To self-reflect on working practices through constructive feedback and undertake relevant CPD training and advice
- To adhere to and comply with all Trust and individual school policies relating to safeguarding, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- To provide intimate care, where required in line with the Trust intimate care policy
- To ensure that all safeguarding policies and statutory guidance is read, understood and implemented
- To promote a positive approach to a harmonious working environment

Other Duties

- The duties and responsibilities in this role profile are intended to describe the key accountabilities of the job role and are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance with the general scope of the post.

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact A Cheema (CEO) a.cheema@perryhallmat.co.uk

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Person Specification

Commitment & Motivation (Level C)
<ul style="list-style-type: none">• Effectively liaises with people at all levels in a variety of situations, adapting behaviour as appropriate• Is innovative and creative and demands high performance or results from others by setting clear goals and standards• Proactively identifies own needs in response to new initiatives, taking ownership of on-going professional development whilst proactively seeking feedback to improve efficiency and effectiveness of own practice• Monitors performance against clear standards, providing appropriate feedback• Takes multiple actions to achieve goals recognising need to refer to others for specialist advice & expertise• Focuses on removing barriers to learning
Problem Solving & Decision Making (Level C)
<ul style="list-style-type: none">• Challenges existing ideas and approaches to create effective new approaches affecting themselves and others• Creates innovative solutions for strategic objectives• Uses analytical/ creative skills and contributes to strategic decision-making process• Makes timely & reasonable decisions on complex issues• Makes effective use of information to inform medium term strategic decision making and planning• Encourages innovation in others
Planning & Organisation (Level C)
<ul style="list-style-type: none">• Coaches others in effective planning• Delegates tasks, responsibilities and maximises use of resources• Effectively plans engaging activities that will encourage participation and improves results• Maintains awareness of whole <u>academy</u> context and its implications on own role• Recognises cause-effect and plans logically to deploy resources• Identifies and uses appropriate materials and activities to ensure progress• Contributes to the development and implementation of <u>academy</u> improvement plan
Implementing Change (Level B)
<ul style="list-style-type: none">• Understands the purpose and expected outcomes of planned change and actively supports change through effective engagement at team level• Identifies opportunities for contributing to positive change• Understands and uses effective planning techniques• Understands stakeholder expectations and how they impact the process• Understands the culture of the <u>academy</u> and seeks opportunities to review current practice• Is aware of individual resistance to change and behaves in a supportive way towards them• Ensures appropriate administration for governance
Managing Objectives (Level C)
<ul style="list-style-type: none">• Effectively controls the job by planning time, activities and resources• Manages the team to achieve goals and shows a detailed understanding of the academy• Establishes networks to access information, to carry out complex research and benchmarking• Has sound understanding of legislation and the implications for own area of responsibility within the academy

<ul style="list-style-type: none"> • Understands national trends and developments and assesses impact on academy • Plans, implements & evaluates activities that meets the needs of all pupils • Sets challenging goals that leads to individual and whole class progress • Constantly monitors performance and reviews working practice • Set and achieves medium term goals identifying and managing resources • Informs the vision, values, learning styles, management styles and ethos of the academy in an inclusive manner
Raising Standards (Level C)
<ul style="list-style-type: none"> • Builds and applies broader knowledge and understanding of academy context to own role • Uses specialist/technical expertise, to its fullest extent where appropriate • Recognises the need to refer to others expertise and takes appropriate action • Advises on how new developments will impact the academy • Keeps abreast of changes to legislation and good practice and puts strategies in place to ensure compliance • Advises on legislation, regulations and codes of practice • Disseminates the importance of complying and the implications of non- compliance • Analyses data and identifies trends and provides detailed reports
Customer Focus (Level C)
<ul style="list-style-type: none"> • Calms volatile situations, dealing effectively with difficult pupils and stakeholders • Plans and delivers under guidance • Provides a formal assessment of needs, designs and implements tailored services to meet varied needs • Understands key factors affecting progress • Establish mechanisms to seek out and respond to feedback from pupils & stakeholders • Coordinating responsibility, leading on the process for the safeguarding and welfare of pupils • Contributes to the development of policies and procedures • Has full regard for H&S in all of their actions. Identifies problems and implements change as required
Communication (Level C)
<ul style="list-style-type: none"> • Is articulate in expressing ideas and can generate interest within groups of people • Constructs concise and accurate written reports, utilising complex information gained from in depth research and investigation and subsequent interpretation and or analysis • Presents recommendations which are subject to question from stakeholders • Demonstrates sound questioning skills • Encourages open communication • Disseminates appropriate information for their area accordingly
Impact & Influence (Level C)
<ul style="list-style-type: none"> • Co-ordinates a diverse range of people to interact together effectively to achieve goals, resolving problems and conflict situations as they arise. • Encourages open communication. • Develops and participates in external networks / partnerships to achieve <u>academy's</u> aims and objectives. • Assembles support from multiple people to influence situations • Takes multiple steps to obtain an intended response • Ability to identify the root cause of behaviour and barriers to learning and implementing strategies to overcome barriers • Develops links with other schools and shares good practice
Managing People (Level B)
<ul style="list-style-type: none"> • Manages the work of others, allocating and prioritising work • Contributes to the development of others, supporting them to achieve objectives • Support and advises SLT • Provides support to colleagues at operational level Ensures team are effectively utilising time and resources

Team Working (Level C)

- Stimulates others with new ideas and assesses the proposals of others
- Seeks the opportunity to work with others to improve performance
- Actively responds to dialogue and coaches and advises colleagues
- Represents the team effectively

Post Information

Role: Family Support Worker

Salary: Grade 5, Point 16 – 22 (FTE £30,518 - £33,699 per annum)

Hours: 37 hours a week, 48 weeks per year

Actual Salary: £28,093 - £31,021

Closing Date: Wednesday 24th September at 12.00 noon

Start Date: November 2025

Employee Benefits:

Trust staff are entitled to the following:

- Access to highly sought Local Government Pension Scheme
- Yearly well-being day
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- A cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal
- A salary sacrifice scheme which allows you to buy a new car
- An employee assistance programme
- A health cash plan
- A voluntary private medical service
-

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Alison Travis at a.travis@sledmere.perryhallmat.co.uk or on 01384 476150.

Applying:

Please complete our application form and submit to f.dudley@smps.perryhallmat.co.uk

Safer Recruitment:

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Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments. Online searches will be carried out as part of our recruitment process.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

Recruitment and Candidate Information

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Perry Hall Multi-Academy Trust use information about individuals who apply for post within our Trust. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts with our academies, as part of our central Trust team.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as “processing”.

Under data protection law, individuals have a right to be informed about how we collect, use and share personal data in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Perry Hall Multi-Academy Trust is registered as a ‘data controller’ with the Information Commissioner’s Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd and they can be contacted at DPO@PerryhallMAT.co.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Perry Hall Multi-Academy Trust only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks
- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Perry Hall Multi-Academy Trust collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Perry Hall Multi-Academy Trust needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduct online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2023.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Perry Hall Multi-Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

As education providers, Perry Hall Multi-Academy Trust and our schools are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Perry Hall Multi-Academy Trust will share your information with our Human Resources provider (Services 4 Schools Ltd), where they have been requested to support with the recruitment process.

We will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

We will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

We will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the Trust protect personal data?

Perry Hall Multi-Academy Trust takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our Trust website: <https://www.perryhallmat.co.uk/documents/>

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Perry Hall Multi-Academy Trust.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Perry Hall Multi-Academy Trust during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact our Data Protection Officer via email: DPO@PerryhallMAT.co.uk. You can also make a subject access request by emailing this address.

If after contacting our DPO, you believe that we have complied with our data protection obligations, or upheld your rights appropriately, you can complain to the Information Commissioner at <https://ico.org.uk/make-a-complaint/>

Revisions and last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This version was last updated September 2025

Contact Details

Address

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Dudley
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DY2 8EH

Call

01384 476150

Email

information@sledmere.perryhallmat.co.uk

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