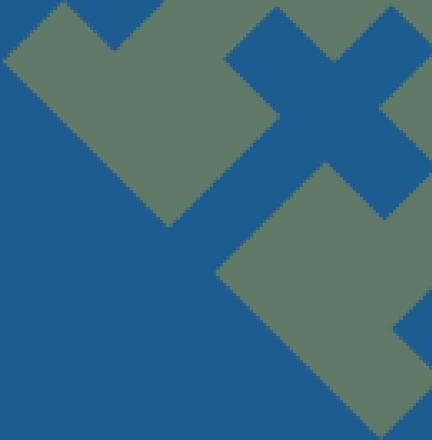




**Saint Edmund Arrowsmith**  
Catholic Academy



## **Family Support Worker**

## **Recruitment Pack**



**Pope Francis**  
Catholic Multi Academy Trust

Enabling schools, aspiration and  
faith to flourish by:  
**Uplifting Hearts, Inspiring Minds**

# Why Choose Our School?



Saint Edmund Arrowsmith  
Catholic Academy

## Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

We strive to create a community that is united through Our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values. Our school is fully inclusive and we have high aspirations for all supporting every pupil to achieve success.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience,

which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.



**The aim is born from our mission statement,**

**'I have come in order that they may have life, life in all its fullness' John 10:10**

**Our school values of Love, Inspiration,  
Empowerment and Joy are lived out in all we do.  
John 10:10**



**"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023**



## The Role

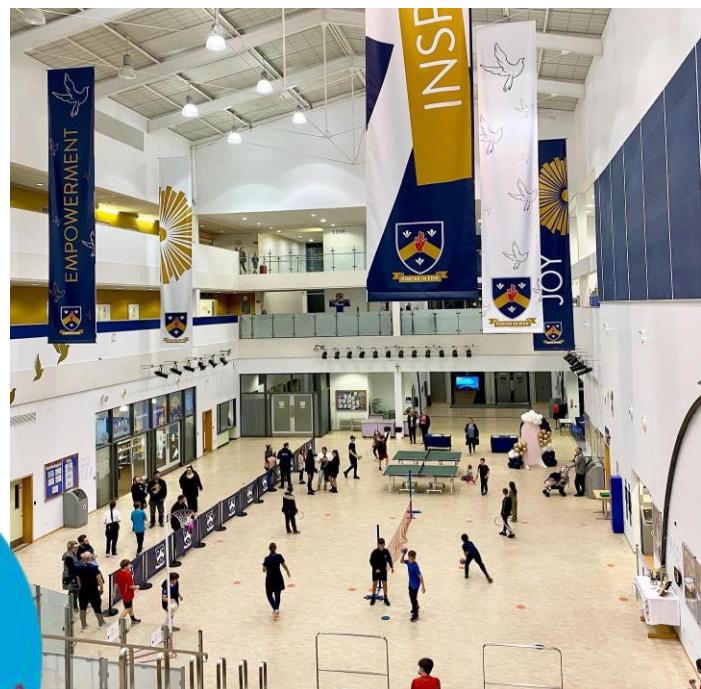
This is an exciting position for a candidate who has a passion to transform lives and change society through education. A key role within our mission to ensure we are inclusive and ensure all pupils can flourish and succeed at St Edmund Arrowsmith. We are looking to welcome a colleague who can strengthen our team and believes that our school can serve every child in the community. The right candidate for this role will be passionate about education and supporting all pupils in our school and relentless in the pursuit of equality and justice for all. They will have excellent communication skills and the willingness to use those skills to ensure that every child has the chance to succeed, understanding that some pupils require further support and guidance to enable them to flourish.

Our purpose is to be "School of Choice for the Community" enabling our pupils to 'live life in all its fullness'.

## Job Purpose

Support the school parents and pupils to ensure good attendance of all our pupils. Setting high expectations for the pupils of St Edmund Arrowsmith Catholic Academy in all attendance matters. To work within the remit of the Trust Attendance Policy and procedures. Working with the Senior Lead Attendance, Deputy Headteacher and in collaboration with other members of staff, to provide support and intervention strategies to ensure pupils attendance is excellent.

Undertake general attendance duties as directed to support the needs of the school and to improve pupil attendance. To work alongside key school staff and staff within the Pope Francis Trust to administrate and support the reduction in levels of student absence.



*"He has come so  
they may have  
life and live it to  
the full."  
John 10:10*



**Post Title:** Family Support Worker

**Pay Scale:** KNJC Grade 18-23, (FTE £32,061 - £33,699) (actual £29,243.07 - £30,737.09)

**Contract:** 36 hours per week (Term Time plus three weeks)

**Start Date:** As soon as possible

### **KEY RESPONSIBILITIES**

To work strategically with the Senior Attendance Lead and senior leadership team (and other leaders as requested) to:

- Deliver a range of strategies to drive improvements with attendance across the academy.
- Be part of a team in the academy that liaises with and supports the partner work with local agencies and support services to vulnerable and hard to reach students across the academy and their families.
- Provide support for students and families/carers through high quality communication and required visits to their home or other appropriate venues.
- Support students with their attendance and readiness to learn
- Work within the attendance team and alongside the Pastoral team to support the academy in raising attendance, removing barriers to persistent absence and improving punctuality
- To work within the remit of the Trust attendance policy and procedures to improve & promote high levels of students' attendance and punctuality
- To complete 'golden hour' calls to support parents in pupils' attendance
- Obtaining explanations for unexplained student absences in conjunction with teachers, Heads of Year and parents/carers
- Undertake daily home visits to support families in improving their child's attendance
- Establish the reasons for non-attendance, making contact with families in response to allocated referrals i.e. home visits and/or meetings in school
- Persistently challenge low pupil attendance within school and individual classes, offering a graduated approach to support re-engagement with education
- Work with families and school to support pupils who have Emotionally Based School Avoidance providing early intervention at times of change and stress
- Complete and make the relevant checks for students who require a CME referral, ensuring accurate checks and filing of all information.
- Look at new strategies to engage parents and students to improve attendance, through coordinating parent hubs / coffee mornings where possible and liaising with members of the Pastoral team / outside agencies to review early intervention and support offers
- Send letters home to parents/carers relating to the student's attendance.
- The post holder has shared responsibility with members of the Attendance and Pastoral team for contacting parents/carers regarding student illness/injury/medical consent
- Play a key role in the safeguarding and wellbeing of all pupils

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

*If you have any feedback on the application process and how we can make it more accessible, please let us know via [info@pfcmat.org](mailto:info@pfcmat.org).*



### **Working with staff and other agencies:**

- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases of suspected abuse to the local authority children's social care
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the service
- Assist with the record keeping on CPOMS
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others
- Working within the Pastoral team, confidential and sensitive information is regularly received from parents/carers and students. The information needs to be disseminated to appropriate staff within the school
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undertake training on, utilise and maintain SIMS Attendance and the use of tracking via excel
- Undergo Prevent training and be able to:
- Support the school in meeting the requirements of the Prevent duty
- Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
- Provide advice and support to staff on protecting and identifying children at risk of FGM
- Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role

# Person Specification



## Saint Edmund Arrowsmith Catholic Academy

**Applicants must meet all of the essential requirements for this post.**

Qualifications and Experience	Essential	Desirable
GCSEs (or equivalent) including English and Maths (Grade C/4 or above)	X	
Willingness to undertake First Aid, Fire Marshall, and other relevant training	X	
Experience working with young people, preferably in an educational or inclusion setting	X	
Experience managing and improving pupil behaviour	X	
Experience supporting vulnerable or at-risk pupils through pastoral interventions	X	
Experience working collaboratively with staff, families and/or external agencies	X	
Relevant qualification in education, youth work, behaviour support or counselling		X
Safeguarding and/or child protection training (up to date)		X
Experience using school management systems such as SIMS		X
Experience conducting mentoring or reflective conversations		X
Experience supporting SEND or pupils with social/emotional needs		X
Knowledge, Skills and Competencies	Essential	Desirable
Understanding of barriers to learning and social/emotional challenges in pupils	X	
Strong knowledge of behaviour management and de-escalation strategies	X	
Awareness of safeguarding responsibilities and procedures	X	
Understanding of inclusive education and equal opportunity principles	X	
Ability to form strong, positive relationships with pupils and maintain professional boundaries	X	

# Person Specification



## Saint Edmund Arrowsmith Catholic Academy

Knowledge, Skills and Competencies	Essential	Desirable
Effective communication and interpersonal skills with both pupils and adults	X	
Strong organisational skills and the ability to maintain accurate records	X	
Ability to stay calm, patient, and assertive in challenging situations	X	
Competent IT skills (Microsoft Office, email systems, pupil databases)	X	
Familiarity with referral and early help processes		X
Knowledge of metacognitive strategies to support pupil self-regulation		X
Ability to prepare reports and contribute to multi-agency meetings		X
Confident in delivering 1:1 and small group support or mentoring		X

## Personal Traits

able to contribute towards strategies that aim to support the development of the school

able to communicate effectively using a range of methods

able to identify where working practices can be improved and develop actions plans based on this

able to effectively respond to challenges

able to effectively deploy and utilise resources

able to raise standards of achievement

able to uphold high standards of themselves, other staff and pupils

a flexible approach towards working practices

high expectations of self and a desire to maintain professional standards

the ability to work as both part of a team and independently

the ability to maintain successful working relationships with colleagues

a commitment to empowering and supporting others

a commitment to promoting high quality and consistent practices

a dedication to their professional development and that of others

# What Can We Offer You?



Proud to be part of  
**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

The Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of a Trust is like **a family of schools at which you are always welcome**, and which help each other to provide better opportunities for all staff, pupils and our local communities.

## **What We Offer For All Staff**

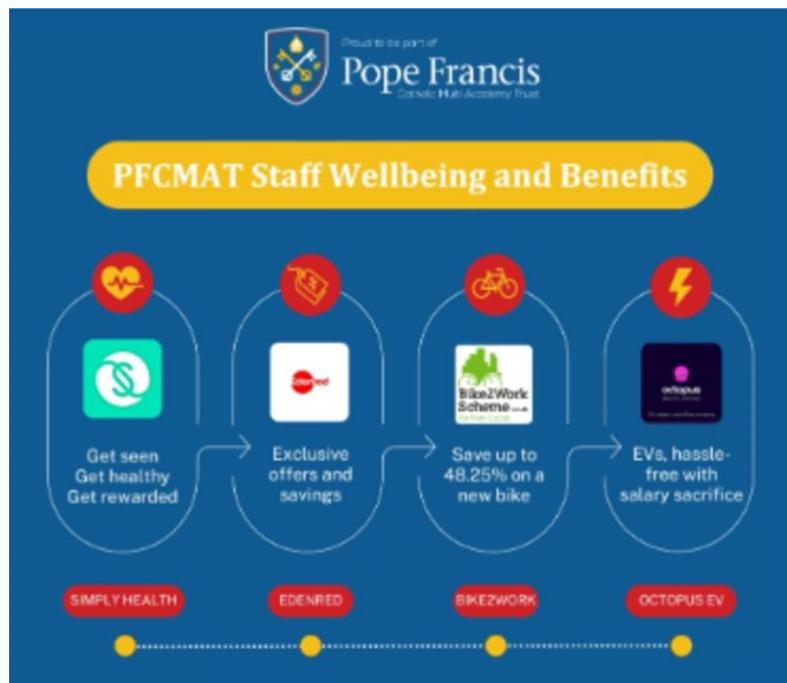
We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: [www.pfcmat.org/Staff-Benefits- Package/](http://www.pfcmat.org/Staff-Benefits- Package/)

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.

A handwritten signature in blue ink that reads 'Andrew Dawson'.

Andrew Dawson, CEO



# Why Choose Our School?



Saint Edmund Arrowsmith  
Catholic Academy



Dear Candidate,

Thank you for your interest in this position. Saint Edmund Arrowsmith is on a rapid journey of school improvement. I am keen to appoint staff who want to work with young people to change lives and shape society.

As Acting Headteacher, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them.

Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna  
Acting Headteacher  
Saint Edmund Arrowsmith Catholic Academy

# Application Process



Saint Edmund Arrowsmith  
Catholic Academy



## How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ★ CES Application Form
- ★ CES Consent to Obtain References CES
- ★ Monitoring Form
- ★ Rehabilitation of Offenders Act 1974 Disclosure Form
- ★ Covering letter stating how your skills and experience meet the job description and person specification.

**Closing Date: Monday 23rd February 2026, 12noon**

**Interviews: wc/ 2nd March 2026**

Completed applications should be clearly marked with the post title and returned electronically to our Office Manager, Miss L Worthington at [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org).

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here:  
[stedmundarrowsmithcatholicacademy.org/Policies/](http://stedmundarrowsmithcatholicacademy.org/Policies/)

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.