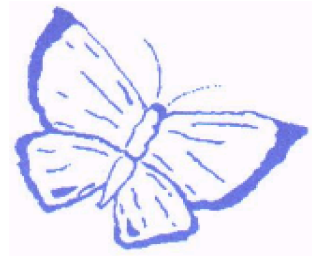


Candidate brief for the position of
Family Support Worker
The Highway Primary School
Application Deadline: 9am on Friday 5th June 2026



The Highway Primary School is part of Lumero Educational Trust



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, The Highway Primary School, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

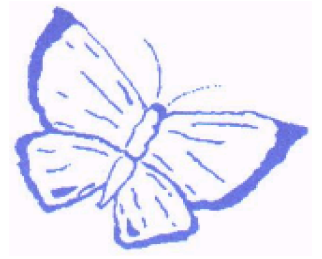
This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

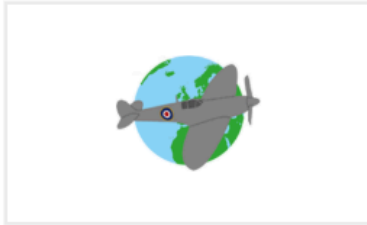
We very much look forward to hearing from you.

Yours sincerely

Terry Millar
Chief Executive



Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



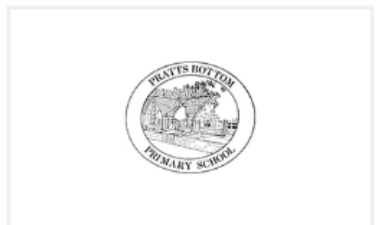
THE HIGHWAY
PRIMARY SCHOOL



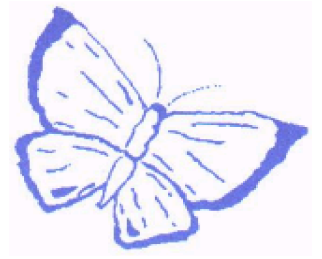
ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL



The Highway Primary School

The Highway Primary School has been serving the local community and providing a high quality education for over 70 years. Our inclusive, family ethos underpins a caring, safe environment where values such as self-esteem and mutual respect allow all children and staff to feel confident, happy and valued. We see all our children as unique individuals and really celebrate their diversity.

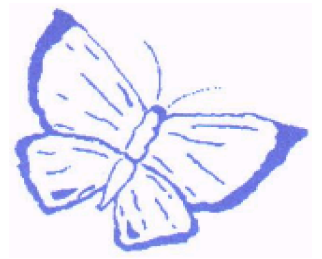
The Highway is a one-form entry, recently rebuilt and refurbished co-educational primary with approximately 220 pupils on roll.

Our school is set in beautiful, spacious grounds and is very well equipped with excellent resources including interactive whiteboards in every classroom. We have laptops and iPads, staging and lighting for productions, a dedicated outdoor eco school area and well qualified, caring teachers. We also value your input, as your child's first teachers, and your belief in us that we have the best interests of your child at heart. We have an open door policy so come in and talk to us!

We work hard to promote fundamental British values as part of our spiritual, moral, social and cultural education in school where we nurture the whole child, not just fulfilling their academic potential but their personal and creative development too. Being at the heart of the community, we ensure we work very closely in partnership with parents, carers and governors, where we live by our mission statement that **'Everyone is valued at The Highway'**.

The Role

Start Date:	1 st September 2026
Working Pattern:	Part Time - Permanent Position 19 hours 30 mins per week Tuesdays, Wednesdays and Thursdays 8:30am to 3:30pm (with a 30mins unpaid break) 39 weeks per year
Salary:	Bromley Localised Pay Scale BR5 p.13-p.17 (FTE £24,608 - £26,100) Actual pro-rata salary: £11,620.70 - £12,325.27 per year (salary is paid in equal amounts over twelve months)
Place of Work:	The Highway Primary School Our schools



We are seeking to appoint a dedicated, empathetic Family Support Worker to work within our Inclusion and Safeguarding Team. They will act as a vital bridge between home and school, providing practical and emotional support to parents, carers, and pupils. They will provide our children and families with high quality, effective support during times of difficulty and challenge.

Everyone is valued at The Highway. We provide good role models who inspire through a love of learning and ensure that every child feels listened to and supported. We build a collection of happy memories, where learning is enjoyable and education is valued, so that children can achieve great outcomes.

The Highway takes pride in helping children to grow into the person they want to be and achieve their goals.

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the application form and submit it to HRPrimaries@iniciotrust.org by 9am on Friday 5th June 2026.

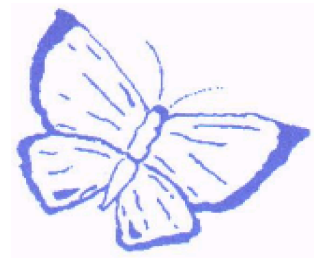
Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed on Monday 15th June 2026.

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive an email inviting you to attend for interview. We may also contact you by phone. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will



- have an opportunity to meet with staff.
- be expected to conduct a task to test areas required as per the person specification.
- attend a panel interview.

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration and receive fitness to work.

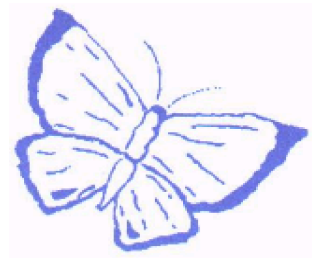
Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description

To work with the Inclusion and Safeguarding Team, School Leaders and other agencies to identify, develop and implement strategies to engage and support families so that the school effectively meets the needs of all children.

To deliver a child-centred and parent/carer focused approach of early interventions to build positive partnership between children and their families, school and outside agencies where necessary.



To provide early intervention and support to children and parents/carers identified within school as needing support. This may include direct work with children, work with parents/carers within the family at home, and/or group work where appropriate.

To empower children and parents/carers to resolve challenges, through the provision of information, advice and guidance, as well as signposting to relevant agencies.

To be able to facilitate and chair TAC/TAF/CAF meetings with families who require the support for early help.

Facilitate family support sessions and other activities, including work with our young carer group.

To conduct assessments of need when required and make appropriate referrals to more specialist services;

To liaise closely with the teaching staff and appropriate professionals to ensure work with parents is consistent and co-ordinated and that best use is made of community, statutory and school networks to facilitate inter-agency support.

To promote good attendance for all pupils and plan appropriate strategies to ensure that this is achieved.

To be able to monitor, report, analyse and provide written reports for all stakeholders in the school on whole school attendance as well as tracking persistent absentees and improving attendance over time.

To work closely with the EWO to support families with improving attendance over time.

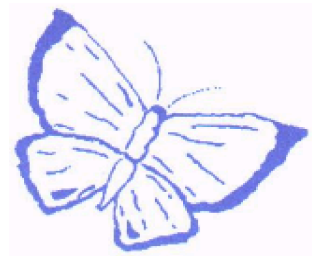
To operate within policy, legal, ethical and professional boundaries when working with families and children.

Safeguarding:

To prioritise Safeguarding and promote the welfare of children and vulnerable adults and to report any concerns in accordance with the school's and trust's Safeguarding policies and procedures.

To undertake regular Safeguarding training as required by the Trust.

To provide reports for the school's safeguarding meetings and be an integral part of these meetings by providing timely updates on the families supported.

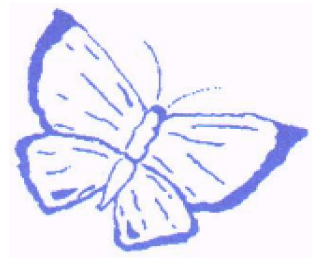


Note, whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not prescriptive, and each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level and/or scope that is not specified in this job description. Job descriptions are subject to change, in consultation with the post holder, to meet the changing needs of the broader Trust.

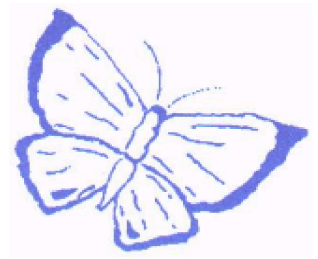
Lumero Educational Trust (IET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

<u>Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.</u>		
<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>
Experience	Experience of effectively engaging parents/carers in working with their children to support their health, development, well-being and learning, both in groups and on an individual basis.	Have experience of working with children with severe and complex needs and their families and understand the particular challenges and difficulties they may face. Experience of working in family homes. Experience of working with professionals from a number of external agencies or disciplines.
Skills and Abilities	Ability to communicate supportively, tactfully and objectively with parents/carers and children to engage them in supporting development and learning. Ability to undertake basic assessments of the social/care/physical/person	



	<p>al and educational needs of children and their families to safeguard and promote the welfare of children.</p> <p>Ability to work within policy guidelines and able to exercise judgement as to when to share information and when referrals to external agencies are necessary.</p> <p>Ability to manage periods of conflicting work demands and to maintain accurate records that can be used to inform practice.</p> <p>Ability to work alone and in conjunction with others in a team to develop and share good practice and ensure best possible support for children and families.</p>	
Competencies	<p>Ability to demonstrate appropriate motivation to work with children and their families.</p> <p>To be able to remain calm and demonstrate emotional resilience in working within challenging situations.</p> <p>To demonstrate excellent organisational skills and ability to maintain an organised and professional working environment.</p>	
Relevant Knowledge	<p>An understanding of child development and of how children and adults learn.</p>	



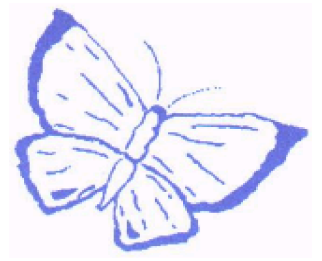
	<p>Knowledge and understanding of the Children Act 1989 and KCSIE and other relevant key safeguarding documents.</p>	
Equality and Inclusion	<p>Ability to recognise discrimination and take appropriate action within the policies and procedures of the school where necessary.</p> <p>Awareness of cultural and religious factors, which may have an impact on child care and education.</p>	
Education and training	<p>GCSE English and Mathematics (or equivalent).</p> <p>Good ICT skills.</p>	<p>Knowledge and experience of using a school MIS.</p>
Other requirements	<p>Committed to continued professional development.</p>	<p>Full driving licence and access to own vehicle.</p> <p>A willingness to be flexible in working hours, deviating from agreed hours if necessary to meet the needs of a child or family.</p>

Lumero Educational Trust

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Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 020 8467 2280



Website: www.Lumerotrust.org