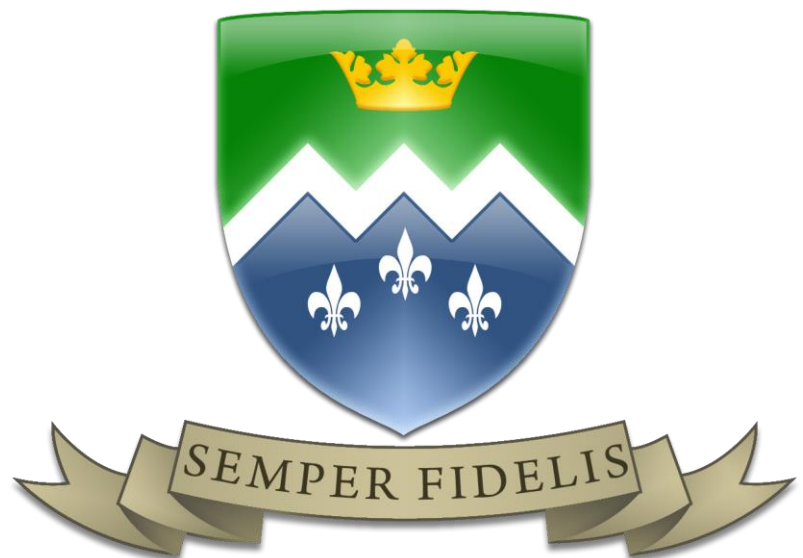


# ST MARY'S CATHOLIC ACADEMY

## Family Support Worker (High Needs) Application Pack



Closing Date:  
Thursday 9<sup>th</sup> January 2025 -  
midday

Shortlisting Date:  
Thursday 9<sup>th</sup> January 2025

Interview Date:  
Wednesday 15<sup>th</sup> January 2025



# Welcome to St Mary's Catholic Academy

Thank you for considering St. Mary's Catholic Academy for the next stage in your career. We are seeking to appoint a Family Support Worker: High Needs. The role is to support some of our most vulnerable students and their families in addition to supporting in school "our children", pupils in local authority care. The post is a permanent post, working term time only plus 5 days, starting in January 2025.

**Applications must be sent electronically to [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk) by midday on Thursday 9<sup>th</sup> January 2025.**

St Mary's is a highly regarded oversubscribed Catholic Academy in Blackpool in the Diocese of Lancaster. The school is very much a Catholic family where everyone works together to support and challenge one another to be the best they can be.

Our Catholic Ethos founded on the hallmarks of:

**Catholic**

**Caring**

**Community**

**Challenge**

is key to our success. Students and staff are all encouraged, as our mission statement states, to grow in wisdom, understanding, self-esteem and closeness to God. Many of our staff and students are Catholic or Christian, we are joined by a number of staff and students who aren't, anyone is welcome become and be part of our family as long as they are willing to support and contribute to the ethos and success of the Academy.

As Head Teacher, I believe that a happy, highly trained and well supported staff is the key to our success. Staff at St Mary's received a full induction programme and access our outstanding weekly professional development. All teaching staff also have 90 minutes of additional non-contact time per fortnight to focus on their own area of interest in enhanced professional development. New staff are also supported by regular, weekly coaching meetings and support from their subject areas; a range of leadership development programmes is also available.

St Mary's is designated as Blackpool's research school and provides staff with the opportunity to benefit from the latest research and evidence in education. Everything we do, whether that be our innovative key stage 3 reading programme; our approach to revision and practice homework; or the design of our professional development curriculum for teachers; is researched evidence based.

# Welcome to St Mary's Catholic Academy

Staff wellbeing is also a key part of our success as a school. A hard-working staff should be well supported and cared for to allow them to meet the demands made of teachers in a modern context. All staff are provided with their own personal laptop and extensive training and the support of colleagues. Staff are able to take advantage of the Schools Advisory Service Wellbeing package which offers access to Counselling, 24 hour GP helpline, Health advice and support, Physiotherapy advice and a range of other services. A well-resourced support team of IT technicians, admin staff, chaplaincy staff and site staff work hard to make sure the Academy runs smoothly and that teaching staff are well supported to focus on our core business of teaching. Workload issues are regularly discussed with our staff committee and policies around marking, assessment, reporting and home work are carefully designed to try and manage the workload for staff. An email protocol ensures staff are not disturbed by emails in an evening and small gestures like tea, coffee and biscuits served by our amazing housekeeper, free access to the school fitness suite; free annual flu jabs; a car valet service and regular staff social events all help to make our Academy and Trust a rewarding place to work. All of this work takes place in state of the art facilities. St Mary's was lucky enough to benefit from a 22.5 million point partial rebuild and refurbishment, we are so lucky to work in one of the best school building in the region.

Staff retention is high at St Mary's because staff are valued and in return work hard to ensure our students achieve the best possibly outcomes. If what you have read so far is exciting and you feel that St Mary's is a community in which you will thrive and make a positive contribution to our ethos and journey, then we would love to receive your application. You will find more information about St Mary's and information specific to this role and the application process in the rest of this document. You can also find further information out about the Academy on our website.

Yours faithfully,



Mr. Simon Eccles  
Headteacher

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Family Support Worker: High Needs at St. Mary's Catholic Academy. St. Mary's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

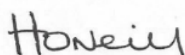
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# What others say about St. Mary's

## **OFSTED**

A full Ofsted Inspection of St Mary's in May 2022 was extremely positive and confirmed that St Mary's Catholic Academy continues to be good in all areas. Inspectors noted in relation to curriculum that: "Leaders have ensured that pupils follow a suitably ambitious curriculum. Pupils achieve well overall. This includes pupils with special educational needs and/or disabilities (SEND) and disadvantaged pupils. Students in the sixth form receive an especially strong quality of education." They were also pleased to see in relation to behaviour that: "Pupils behave well in lessons and around the school. They are polite and well mannered. They enjoy positive relationships with one another." We were pleased that inspectors noted the strength of personal development: "Pupils benefit from a strong programme of personal development. This includes age-appropriate relationships and sex education and health education. Pupils learn about other cultures and beliefs. Teachers prepare pupils well for life in modern Britain." and our focus on the well-being and development of staff: "Leaders are passionate about supporting the wellbeing of staff. They put a strong emphasis on professional development, including research. They care for their staff. Teachers appreciate the efforts made by leaders to reduce their workload. Staff enjoy working at the school."

You can read full copy of the report here: <https://files.ofsted.gov.uk/v1/file/50187176>

## **Diocesan Section 48 inspection**

Our 2023 Diocesan Inspection Report in graded us as "Good". The Academy was graded as "Outstanding" in Catholic life and mission and Collective worship. A copy of the full report is available on the Academy website. Some of the inspector's findings were:

- The school has exceptionally high standards of pastoral care and support for its students. Through the extensive range of services, student welfare is given the highest priority.
- Provision for chaplaincy, as well as the impact this team make on the lives of the students and staff, in and beyond the school is outstanding.
- Sixth form core religious education is very strong and strengthens the distinctive offer to Catholic students.
- The headteacher, leadership team, governors and trust board show a great dedication to the development of St Mary's as an inclusive and caring school. The highest priority is given to Christian formation and academic success.
- A very strong commitment to Catholic social teaching is evident throughout this community and students proactively engage in charity work.
- The strong sense of community is a defining characteristic and visitors often remark on the warm and inclusive atmosphere, extending to individuals of all faith backgrounds, making them feel part of the Catholic community.

# Trust Schools

## Current



Christ the King  
Catholic Academy



Holy Family Catholic  
Primary School,  
Blackpool



Holy Family Catholic  
Primary School,  
Warton



Our Lady of the  
Assumption  
Catholic Primary  
School



Sacred Heart  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



St John Vianney  
Catholic Primary  
School



St Joseph's Catholic  
Primary School



St Kentigern's  
Catholic Primary  
School



St Mary's Catholic  
Academy, Blackpool



St Mary's Catholic  
Primary School,  
Great Eccleston



St Teresa's Catholic  
Primary School



St William's Catholic  
Primary School



St Wulstan's &  
St Edmund's  
Catholic Primary  
School



The Willows  
Catholic Primary  
School

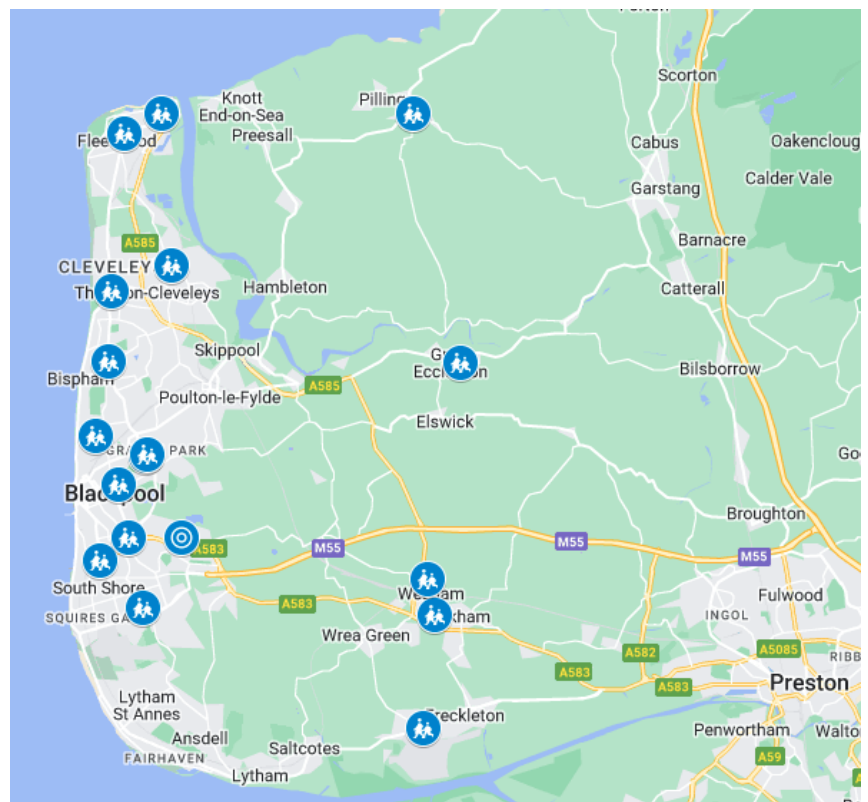
## Joining 1<sup>st</sup> January 2025



St Bernadette's Catholic  
Primary School,  
Blackpool



St Mary's Catholic  
Primary School,  
Fleetwood



# How to apply

Application process:

Candidates should complete a CES application form (attached to the advert on the Academy website: <https://www.st-mary.blackpool.sch.uk/recruitment-homepage/> ) and a letter of application, the details of which can be found below. Please do not include a CV as this will not be considered as part of the process.

Evidence will be drawn from:

- Letter in support of application.
- Application Form.
- Lesson observation & task.
- Response to questions during interview.
- References.

Letter of application should:

- Be clear, concise and well presented.
- Demonstrate how you meet the person specification.
- Describe your vision for how your work as a family support worker would support children to be successful at St. Mary's Catholic Academy in the 21st Century.
- Be no more than two sides of A4 in length.

Your application should be addressed to the Headteacher, Mr. S. Eccles and can be submitted electronically to [admin@st-mary.blackpool.sch.co.uk](mailto:admin@st-mary.blackpool.sch.co.uk)

We will acknowledge receipt of your application.

Closing Date: **Thursday 9<sup>th</sup> January 2025 - midday**

Shortlisting Date: **Thursday 9<sup>th</sup> January 2025**

Interview Date: **Wednesday 15<sup>th</sup> January 2025**

## **Post Details:**

**Grade: NJC pay Grade F, scale point range 19 to 24**

**Salary: £26,807.00 to £29,609.00 actual pro-rated salary**

**Contract: Permanent**

**Hours: 37 hours per week, Term Time only plus 5 inset days**

**Start Date: 20<sup>th</sup> January or as soon as possible**

# Person Specification

Criteria	Essential (E) or desirable (D)	To be identified by: application form (A) interview (I), references (R) Test (T)
<b>Qualifications</b>		
- A relevant qualification for the post (e.g. Children & Young People's Workforce Diploma Level 3, NVQ 3/4	E	A
- A relevant degree eg BA in Health & Social Care: Children's Pathway, NVQ 3/4 Working with Parents, BA Youth & Community Services; BA Social Work or equivalent	E	A
- Level 3 Safeguarding	D	A
<b>Experience</b>		
- At least 1 years' experience of working with children, young people and families	E	A, R
- Experience of working with complex and challenging families in a similar area of work, i.e. intensive family support, targeted youth work, substance misuse, criminal justice, housing, employment, mental health etc.	E	A, I, R
- Experience in working with complex needs and challenging behaviours.	E	A, I
- Experience of working in an educational setting.	D	A, I
<b>Knowledge, Skills, Abilities</b>		
- Able to work in partnership with a range of professionals and broker their support; and to contribute to Early Help Plans.	E	I, R
- Effective time management and organisational skills and the ability to manage competing work demands.	E	I, T
- Understanding of the pressures of parenting and knowledge and experience of appropriate interventions.	E	I
- A good understanding of the challenges faced by the families you help.	E	I
- Able to identify and respond to risk of harm to children and knowledge of child protection and safeguarding policies and procedures.	E	I



# Person Specification

- Knowledge or awareness of the: social and cultural factors that affect a child's capacity to learn.	E	A, I
- Awareness of the legislation affecting school attendance requirements and how to promote the protection of children and young people from abuse and exploitation.	E	A, I
- Ability to communicate and engage with children, young people, their families, schools and the professionals.	E	I, R
- Ability to work as part of a team.	E	I
- Ability to deal with different situations and/or individuals in a calm, fair, but effective manner.	E	I, R
- Good communication skills e.g. active listening, identifying key messages, negotiating, problem solving, ability to challenge appropriately.	E	I
- Experience of working with children and their families, and to have knowledge of safeguarding practices and procedures.	E	A, I
- Effective organisation, ability to prioritise workload and work to deadlines Knowledge of the concept of confidentiality.	E	I
- Confidence to work independently.	E	I, R
- Have a flexible attitude to work.	E	A, I
- The ability to build and maintain rapport with parents /families, and students.	E	A, I, R
- The ability to maintain expert knowledge of local services and provision.	E	A, I
- Able to maintain professional boundaries whilst engaging families and supporting them intensively, sometimes in stressful situations.	E	I, R
- Have a positive, non-judgemental, empathetic and sensitive approach.	E	A, I
- Competent IT skills for recording and maintaining accurate data	E	A
- Organised and meticulous	E	I, R
<b>Other</b>		
- Full driving licence and daily use of a car for work.	E	I, A

# Job Description

## High Needs Family Support Worker

### JOB PURPOSE

To empower students and their families to address various challenges and reduce problems and risks in their lives.

To provide guidance and assistance to students and their families / carers, helping to address social, emotional, and behavioural challenges.

To collaborate with teachers, counsellors, and external agencies to create support plans, offer practical advice, and ensure the well-being of students.

To assist in identifying family needs, facilitating access to resources, and fostering positive relationships between home and school to enhance academic and personal development.

### MAIN /CORE DUTIES

- To support and lead on the development of early help plans and a range of early help interventions which may involve multi-agency working and to oversee the early help within the school.
- Help to address family-related challenges that may affect a child's learning and well-being.
- Complete Early help assessments and support the families in this process and liaise with other services.
- Provide advice, guidance, and information on topics such as parenting, housing, finances, mental health, domestic violence, and addiction.
- Offer practical help and signposting to local services, resources, and external agencies (e.g., social services, housing support, counselling services).
- Establish and maintain strong working relationships with families and carers, ensuring they feel supported and empowered to engage in their child's education.
- Attend parents' evenings, inductions and related out of school sessions to provide support and advice as appropriate.

### Student:

- Act as a key worker for identified high needs children including "Our Children" (children in local authority care), working closely with them to understand any challenges they may be facing at home or in school.
- Support students with behavioral, emotional, or social challenges by developing and implementing personalised support plans.
- Work with teaching staff to monitor student progress and well-being, and ensure interventions are in place where necessary.
- Provide a listening ear for students, offering a safe space for them to talk about their concerns and difficulties.
- Supervise sessions in student services.
- Carry out a daily lunch duty for 30 minutes.
- Liaise with teachers, pastoral care teams, SENCO (Special Educational Needs Coordinators), and the senior leadership team to ensure a coordinated approach to supporting students and families.
- Attend and contribute to meetings such as PEP meetings, general safeguarding meetings, and multi-agency team meetings when required.

# Job Description

- Provide advice and training to staff on family-related issues, and support the creation of inclusive supportive environments.
- Act as a point of contact for safeguarding concerns, following school safeguarding policies and procedures to ensure students' safety and well-being.
- Report any concerns about child welfare to the Designated Safeguarding Lead (DSL) and support the implementation of safeguarding action plans.
- Promote positive mental health and well-being within the school community, including awareness of mental health resources available to students and families.

## **OPERATIONAL/STRATEGIC PLANNING**

- Contribute to creating plans of support for students and families based on a needs assessment.

## **SERVICE DEVELOPMENT**

- Contribute to the evaluation of the effectiveness of family support services within the school and suggest areas for improvement.

## **QUALITY ASSURANCE**

- Ensure that data and records are up to date and accurate and kept in accordance with data protection requirements.
- Review one's practice to ensure that standards are maintained.
- Monitor the effectiveness of interventions and adjust support plans as needed to achieve desired outcomes.
- To ensure up to date on knowledge of local service provision for appropriate signposting and referrals.

## **MANAGEMENT INFORMATION AND ADMINISTRATION**

- Provide objective and accurate detailed reports.
- Report on outcomes, identify trends, and provide regular updates to school leadership on family support activities.
- Maintain accurate and up-to-date records of family and student interventions, ensuring confidentiality and compliance with data protection regulations.
- Develop and review individual support plans for students and families, tracking progress and outcomes.
- Monitor the effectiveness of interventions and adjust support plans as needed to achieve desired outcomes.
- Monitor and record all up to date contacts, interventions and work completed with families on case management systems providing a clear account of work undertaken.
- Ensure all data recorded demonstrates the impact and outcomes of the work undertaken and enables reports to be provided to SLT.

## **COMMUNICATIONS**

- Maintain positive communications within the Academy, external agencies /professionals, pupils, and home.
- Make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- Promote the Academy in a positive way to encourage co-operation with parents/Carers and pupils.

# Job Description

## MARKETING & LIAISON

- Build and maintain strong relationships with local agencies, charities, and community groups to enhance support for families and students.
- Facilitate workshops, parenting sessions, or support groups to help families better navigate challenges.
- Engage with local authorities and community organisations to ensure students and their families are receiving appropriate services.
- Undertake work in the family home.
- Establish constructive relationships with parents/carers.
- Liaise sensitively and effectively with parents and carers.

## MANAGEMENT OF RESOURCES OTHER THAN PEOPLE

- Ensure that systems and records are up to date and data securely stored.

## CORPORATE RESPONSIBILITY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals and associate staff.
- Attend and participate in relevant meetings as may be reasonably required.
- Play a part in the life of the Academy community, supporting its distinctive mission and encouraging staff and pupils to follow this example.
- Promote actively the Academy corporate policies.
- Comply with the Academy health and safety policy and undertake risk assessments as appropriate.

## OTHER SPECIFIC RESPONSIBILITIES

- Carry out the duties in the most effective, efficient and economic manner.
- To continue personal development in the relevant area.
- To participate in the staff, review and appraisal process.
- Undertake safety & safeguarding training to ensure current knowledge of safety& safeguarding policies and legislation relevant to the areas is maintained.
- The postholder may be required to undertake any duties normally associated with general administration.

## SAFEGUARDING

- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

## GENERAL STATEMENT

- This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the postholder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

