



**United Learning**  
The best in everyone™

**Briefing Pack for Applicants**

**Inclusion & Family Engagement Officer**

**December 2024**

## Contents

<b>Section 1 - Post Advertisement</b> .....	1
<b>Section 2 – United Learning</b> .....	3
<b>Section 3 – Letter from the Regional Director</b> .....	4
<b>Section 4 – Letter from the Principal of Sheffield Park Academy</b> .....	5
<b>Section 5 – Job Description</b> .....	6
<b>Section 6 – Person Specification</b> .....	9
<b>Section 7 – The Appointment Process</b> .....	11
<b>Section 8 – Visitors/Contacts for Sheffield Park Academy</b> .....	12

## Section 1 - Post Advertisement



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

**Job title:** Inclusion & Family Engagement Officer  
**Location:** Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN  
**Salary:** £29,540 gross per annum, pro rota, an actual of £25,489.61 gross per annum.  
**Contract:** Permanent, Full-Time 37.5 hours per week, 39 weeks per year.  
**Start date:** ASAP

‘Leaders are ambitious for all pupils to achieve highly’

‘This is a school where students care for students and are determined that they succeed’

**OFSTED report, December 2022**

Sheffield Park Academy is seeking to appoint a passionate and motivated Inclusion & Family Engagement Officer, to enhance the current pastoral tea.

The purpose of the role is to raise inclusive relationships with children and families, to identify barriers to engage and empower them to thrive, feel a sense of belonging and achieve. This role is integral to providing opportunities for positive home and school relationships. Main duties will include leading on TAF, TAC and Multi-agency meetings, contributing to child assessments, providing pastoral support to pupils within school around learning engagement and attendance. Good communication skills are key to this role, you will be liaising with pupils, families, staff and external agencies.

This is an excellent opportunity to join an Ofsted rated ‘Good’ academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 school. As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe.  
<https://www.welcometosheffield.co.uk/>

The successful post-holder’s main duties will include, taking telephone messages regarding student attendance, follow up on suspected truancy and inform parents, Support implementation, monitoring and review of Academy attendance policy, to build positive relationships with both students and parents to boost attendance and to make home visits where necessary to address below standard student attendance.

**We are looking for someone who is:**

- Confident in their ability to manage a whole class of students within the age range 11 to 18.
- Able to communicate appropriately and effectively with young people.
- Able to manage behaviour in the classroom to ensure students remain engaged in set work.
- Flexible to work throughout the school within different departments and with different age ranges on a daily basis.
- Someone who shares our moral purpose of ensuring that all of our young people receive the best education possible in a supportive environment from people who care about them.
- Someone who is passionate about teaching and learning and who will inspire our students to achieve their potential.
- Act as a role model to students so professionalism and confidentiality will be key attributes.

**What we can offer you:**

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance

Please refer to the job description and person specification for further details.

To apply, please click `Apply Now` to complete our online application form, CVs are not accepted. If you have any queries regarding this role please email [hr@unitedlearningyorks.org.uk](mailto:hr@unitedlearningyorks.org.uk) **The closing date for this post is Midnight, Wednesday 08 January 2025.** Interviews will take place sooner after the closing date. We reserve the right to close the advert early if we receive a high number of applications.

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## Section 2 – United Learning

Sheffield Park Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

### Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore  
Regional Director  
United Learning

## Section 4 – Letter from the Principal of Sheffield Park Academy



**Sheffield Park Academy**

The best in everyone™

Part of United Learning

Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh  
Principal  
Sheffield Park Academy

## Section 5 – Job Description



**United Learning**  
The best in everyone™

### Job Description

<b>Post title</b>	Inclusion & Family Engagement Officer
<b>Salary</b>	Band 3
<b>Responsible to</b>	Assistant Principal – Safeguarding
<b>Responsible for</b>	There are no direct line management responsibilities associated with this role.
<b>Role purpose</b>	The purpose of this role is to foster an inclusive relationship with children and families to identify barriers to engagement and empower them to thrive, feel a sense of belonging and achieve. This role is integral to providing opportunities for positive home/school relationships.
<b>Relevant qualifications</b>	<ul style="list-style-type: none"><li>• Excellent Numeracy and Literacy skills</li><li>• Minimum GCSE Grade C (or equivalent) in Maths and English</li><li>• Relevant ICT skills.</li><li>• Experience of working with children and families.</li><li>• Experience in a school, social care or community support role.</li><li>• Understanding of safeguarding, early help, multi-agency working</li></ul>

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and school policies and procedures, and within the legislative framework applicable to schools.

### Role Summary

The post-holder will be a key member of the Safeguarding and Pastoral Team and support in these areas across the academy. This includes leading on and participating in TAF, TAC and multi-agency discussions, attending multiagency meetings and contributing to child assessments.

To provide pastoral support to pupils at risk of disengagement by identifying barriers to learning, engagement and attendance. Fostering positive relationships with pupils and families and working collaboratively with team around the child professionals both within the academy and via outside agencies.



## Key Responsibilities

### Main duties

- To help young people secure good exam grades by removing barriers to learning.
- To promote post 16 progression pathways in education, employment and training.
- Completion and coordination of early help referrals to a range of outside agencies as appropriate and in collaboration with middle and senior leaders.
- Liaison with families to discuss concerns and obtain child and parent voice in relation to barriers to engagement.
- Active engagement of parents using a variety of communication methods to build trust and positive connections to enable appropriate assessment of needs. This includes home visits.
- To keep accurate and up to date records – including follow up actions and pastoral plans.
- To work together with community organisations and support groups to provide families with additional resources and support.
- Regular check-ins with pupils to obtain pupil voice and monitor attendance and engagement.
- Work closely with pastoral colleagues (including behaviour, attendance and safeguarding) to ensure a coordinated approach to supporting pupils.
- To support with the monitoring of pupils on Bespoke Timetables that includes liaison and visits to Alternative Provision Providers.
- To keep clear and concise records of all consultations and to write reports i.e., annual action plan and summaries, as required for the school.
- To complete all necessary paperwork that is required within the role including referrals, always ensuring data protection and GDPR compliance.
- Establish good professional relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Report to the Designated Safeguarding Lead (DSL) on all safeguarding concerns to ensure they retain oversight of safeguarding within the school.
- Implement the academy's Child Protection policies and procedures.
- Encourage good practice by promoting and championing the policies and procedures.
- Attend and participate in Child Protection conferences and planning and review meetings, some of which may take place out of normal working hours, working closely with colleagues in Children's Services as required

## General

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

## Information

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

---

## Section 6 – Person Specification



### Person Specification

<b>Post title</b>	Inclusion & Family Engagement Officer		
<b>Salary</b>	Band 3		
<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
GCSE Grade C (or equivalent) or above in English and Maths	X		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Good practice procedures for working with vulnerable children and families.	X		
Mentoring people in a progression setting.	X		
Ability to plan and deliver group work.	X		
Ability to liaise with staff to embed and develop careers education within curriculum and wider school.		X	
Experience working with young people.	X		
Experience working with individuals from a range of backgrounds including SEND.	X		
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	
Knowledge and understanding of education curriculum.		X	
Excellent verbal and written communication skills.	X		
Excellent time management and organization skills.	X		
Willingness to stay abreast of national developments in education and contribute to developing resources to reflect the changing landscape.	X		
Good practice relating to equal opportunities.	X		
Demonstrate understanding of children and families and the challenges that they can face (e.g. ACE, early childhood trauma).	X		
Ability to keep excellent administrative records.	X		
Ability to relate well to students, staff and parents in a professional manner.	X		
Ability to use ICT programmes on a day-to-day basis.	X		
<b>Teamwork</b>	<b>Essential</b>	<b>Desirable</b>	
Recognises the contribution and achievement of colleagues.	X		
Keeps colleagues, stakeholders and/or customers informed of progress.	X		
Treats others fairly, openly and consistently.	X		
Expresses disagreement or challenges views calmly, constructively and tactfully.	X		
Supports and co-operates with colleagues.	X		
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	
Maintains confidentiality and discretion	X		
Able to make connection between their work and the benefits to students.	X		

Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Establishing and maintaining high standards and expectations.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
High expectations of self.	X	
The ability to act on advice and be open to coaching.	X	
A commitment to extra-curricular activities.	X	
The ability to motivate others.	X	
The ability to establish effective working relationships with individuals, groups and organisations.	X	
The ability to remain calm and diffuse situations.	X	
The demonstration of a concern for excellence in one's professional work and the achievement of students.	X	
A commitment to support the school's aims, vision and ethos.	X	
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.	X	
Energy and commitment to professional responsibilities and to the betterment of all students.	X	
A willingness to contribute to the wider life of the school.	X	

## **Section 7 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

### **Present Appointment**

Make it clear what your present post is, which establishment you work in and who your employer is.

### **Previous Appointment**

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

### **Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

### **The Interview**

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

## Section 8 – Visitors/Contacts for Sheffield Park Academy

**The academy is located in a thriving City close to the beautiful Peak District**



# Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy  
Beaumont Road North  
Sheffield  
South Yorkshire  
S2 1SN

Website: [www.sheffieldpark-academy.org](http://www.sheffieldpark-academy.org)

Email: [info@sheffieldparkacademy.org](mailto:info@sheffieldparkacademy.org)

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.