

Ravenor Primary School



Pupil and Family Support Worker and Deputy Safeguarding Lead Application Pack

Resilient – Respectful – Responsible – Resourceful – Reflective

Welcome to Ravenor Primary School

Dear Applicant,

Pupil and Family Support Worker and Deputy Safeguarding Lead (Fixed Term Contract)

Thank you for your interest in applying the above post. Applications are welcome from suitably experienced/qualified people to join this friendly, three-form entry school.

At Ravenor, we are committed to treating every child as an individual, with care and respect, enabling them to feel unique and valued, so that they develop as citizens who are responsible, respectful, resilient and resourceful. We provide an exciting, inclusive environment which promotes excellence in our learning and our teaching.

We opened a superb new building in 2013 that has fully complemented our main school facilities which opened in 2004. The school offers a high quality, modern and stimulating environment for children to enjoy learning and to maximise their potential.

We had a successful Ofsted inspection in **March 2023** and continue to be a good school with very high outcomes. Please find a copy of the report on our website.

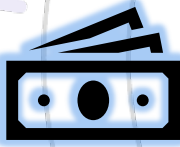
We invite you to look at our school website, where you can learn a little more about learning and life at Ravenor. Our most recent Ofsted report (**2023**) can also be viewed via our website.

I look forward to receiving your completed application form on or by **12 noon on Friday 12th June 2026**. Interviews will be held on **week commencing 15th June 2026**.

Mrs. Leonie Lobo

Headteacher

What makes our school a special place to work and thrive:

 An expertly planned curriculum with high quality resources and materials for teachers	 Excellent CPD opportunities for all staff at all levels of their careers	 An extensive support team of highly skilled experienced professionals, including a nationally recognised therapeutic support service championed by the Princess of Wales
 Supportive employee assistance programme for all	 A diverse, multicultural, and stable staff team	 PPA for all teaching staff exceeds the national expectations
 Inner London Salary and Local Government Pension Scheme	 Staff wellbeing and workload balance is fundamental to our approach	 Well resourced facilities including free parking on site and cycle to work scheme
 Resilient Respectful Responsible Resourceful Reflective		

Job Description

Job title:	Pupil and Family Support Worker and Deputy Safeguarding Lead (Grade 06 SCP 18 - 20)
School:	Ravenor Primary School
Line manager:	Head Teacher, Deputy Head Teacher and/or Assistant Head Teacher
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.
Hours:	35 hours a week. Term-time only plus five staff development days pro rata.
Salary:	Grade 6 SCP 18 – 18 (range £35,661 - £ 36,726 p.a.) inclusive pro-rata. 35 hours a week. Fixed Term Contract. Term time only, plus five training days pro-rata.

Main purposes of the job

- To support pupils and families in overcoming barriers to learning, behaviour, wellbeing and school engagement so that children achieve their full potential.
- To work directly with pupils, parents and guardians, providing early intervention and tailored support to improve attendance, behaviour and learning outcomes.
- To provide a complementary service to teachers, supporting children's social, emotional, behavioural and academic development through mentoring and structured interventions; working in partnership with the Inclusion Leader.
- To strengthen links between home, school and external agencies, and proactively engage vulnerable and disadvantaged families in the life of the school.
- To support targeted pupils, including those with Special Educational Needs, Pupil Premium, Looked After Children, at risk of exclusion, missing education or those with safeguarding concerns.
- To support the Designated Safeguarding Lead (DSL) with safeguarding and child protection across the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Supporting Children's Learning, Behaviour & Wellbeing

Support for pupils:

1. Identify pupils who would benefit from mentoring support and deliver structured 1:1, small group or whole-group programmes to improve behaviour, emotional regulation, confidence, resilience and engagement.
2. Plan and deliver activities such as circle time, PSHE games, friendship groups, anger
3. management sessions and conflict resolution work, throughout the school day and/or after school.

4. Support pupils during unstructured time by organising lunchtime clubs, restorative work meetings and reviews and playground support, and leading after school clubs and/or groups.
5. Record and monitor using the school's online management system (CPOMS)
6. Work collaboratively with class teachers, SENCo and support staff in developing strategies to improve learning, behaviour and participation.
7. To receive safeguarding concerns and respond appropriately by ensuring the reporting procedures are followed and the best interests of the child are prioritised.
8. To attend and minute multi-agency case conferences, strategy meetings and other safeguarding and child protection meetings.

Working with and Supporting Parents/Guardians:

9. Build positive, trusting relationships with parents, empowering them to support their child's education, wellbeing and behaviour.
10. Conduct home visits, where appropriate, and provide practical guidance and signposting to external services and agencies.
11. Lead family learning opportunities and engagement events, including parent workshops, and transition sessions.
12. Liaise with the attendance officer to support families where attendance or punctuality is a concern.
13. Help parents understand and use school systems and support them in communicating effectively about their child's progress.

Multi-Agency Working & Safeguarding:

14. Act as a single point of contact for early help processes (EHAP) and coordinate multi-agency meetings and action plans.
15. Attend case conferences, core groups and professional meetings to support pupils and families.
16. Work in partnership with Ealing Children's Integrated Response Service (ECRIS), SAFE, social care, health, educational psychology and other professional networks.
17. Maintain accurate, confidential and up-to-date records and evaluate the impact of interventions.
18. Promote and safeguard the welfare of children, following school and statutory procedures and reporting concerns promptly.

Professional Responsibilities:

19. Participate in relevant CPD, supervision, reflective practice and training, including safeguarding and behaviour support.
20. Model positive values, behaviour and attitudes in line with school vision and expectations.
21. Contribute to whole-school systems, pastoral work, assemblies and community events.
22. Cover for absent colleagues, where appropriate, and undertake additional duties to support school priorities.

23. Ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
24. To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Other:

25. To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality
26. Perform any reasonable duties as requested by the Headteacher from time to time commensurate with the grade and responsibilities of the post.



Person Specification

Pupil and Family Support Worker and Deputy Safeguarding Lead

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements. Previous candidates need not apply

Essential Requirements

Education, Qualifications and Experience

- a) Minimum level 3 qualification or equivalent in a related area, e.g. support work in schools, teaching and learning, etc. **(Essential)**
- b) At least two years working in a school. **(Essential)**
- c) Qualification related to education, social care, behaviour support or therapeutic working with children.
- d) Excellent communication and report writing skills (may be tested at interview).
- e) Knowledge of Early Help processes and multi-agency working.
- f) Experience delivering group interventions, mentoring or parenting programmes.
- g) Experience of working with children from a range of social backgrounds and from a range of multicultural backgrounds. **(Essential)**.

Professional knowledge, skills and attributes

- h) To be able to engage constructively with and relate to a wide range of children and their families with different cultural and social backgrounds **(Essential)**.
- i) A good standard of language and numeracy **(Essential)**.
- j) Knowledge of the social and emotional factors that affect a child's capacity to learn.
- k) Knowledge of available support services and referral routes and ability to work effectively with a wide range of support services **(Essential)**.
- l) To be able to deal with difficult situations and/or individuals in a calm, fair but effective manner **(Essential)**.
- m) To be able to deal with sensitive issues in confidence, influence others, managing discussions effectively to ensure desired actions are achieved **(Essential)**.
- n) To be able to demonstrate an ability to prioritise workloads and work flexibly to deadlines and tasks **(Essential)**.
- o) To be able to work as part of a team and use own initiative **(Essential)**
- p) To demonstrate awareness / commitment to upholding equal opportunity policies
- q) To maintain an effective record keeping system and be competent in ICT or have a willingness to train.
- r) Empathy, resilience, professionalism and commitment to inclusion **(Essential)**.
- s) Promoting the school's values and ethos **(Essential)**.

Guidance Notes

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Before you start

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the Application Form.

Your application form and especially the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

Filling in the application form

The Application Form is a separate document from this Application Pack and can be downloaded from the School Website www.ravenor.ealing.sch.uk

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form and address the points on the **person specification**.

Personal details

It is important that you fill in this section accurately and in full. If you are currently at college/university please ensure you give details of where you can be contacted both during and after completion of your course. The more information you give the better. Please do not leave any section blank. If it is not applicable please indicate with N/A.

Present /most recent post and employment history

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

Education and Training

Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

Rehabilitation of Offenders Act

The school has a duty to protect children and young people in its care. Please ensure you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).

References

References will be taken up before interview. Any issues raised in the references may be discussed at interview. Please do not submit open testimonials with this application form.

Social Media Checks

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The recruitment panel may take this information into consideration during the recruitment process.

Pension

If you secure a job with an Ealing school/organisation then the information provided here will mean that we can issue your contract of employment more quickly. Please do not leave any section blank. If it is not applicable please indicate with N/A.

If you have a disability

Ealing schools are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

Supporting statement

a) This is the most important part of your application, as it is where you show how you have the skills and knowledge for the post.

Make sure you read both the Job Description and the Person Specification to ensure that what you write is relevant. You will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. It would be helpful if you could number your responses to match those on the Person Specification.

Your supporting statement should address all of the requirements listed in the Person Specification.

b) This is a more general statement about you and your personal attributes.

Monitoring information

Please remember to complete the monitoring information. This is important information that the Council needs in order that we can determine whether our equal opportunities policy is working with regard to employment. Also please sign and date the form. If you are completing the application form on line you will be asked to sign the form at interview.

Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned', 'I organised'.
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two local authorities will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.
- When you are satisfied with your application, check again that all parts are complete and take a photocopy before sending it off so you can remember what you have written, if you are called to interview.
- Remember the closing date for applications and allow enough time if you are posting the form.

Sending your application

Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application.

Please complete your application form and then send it to **SBM@ravenor.ealing.sch.uk**

Thank you for considering Ravenor Primary School.