



Student & Family Support Officer (Attendance & Safeguarding)

GRADE: 9 (point 16 – 19) £30,054 - £31,963 FTE
**Contract: Permanent, full time (39-52 weeks to be
discussed on an individual basis)**
Start Date: As soon as possible

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About Esteem Valley Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Student & Family Support Officer role presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

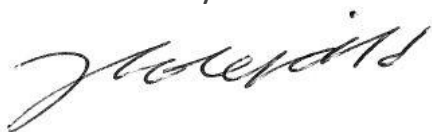
Esteem Valley Academy is seeking a flexible, committed, enthusiastic and highly skilled Student & Family Support Officer to work alongside our Pastoral Lead / Designated Safeguarding Lead in providing appropriate pastoral support and challenge to our students and their families.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Kevin Wilddriane, Headteacher, on 0115 850 0826 or via email to kwilddriane@esteemvalleyacademy.co.uk or visit our website at <https://www.esteeemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Scholefield'.

Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



Welcome from the Headteacher

Welcome to Esteem Valley Academy (previously Amber Valley & Erewash Support Centre) and thank you for showing an interest in our academy.

The Esteem Valley Academy is an AP academy that provides education to students who are at risk of permanent exclusion or who have already been permanently excluded from mainstream education. Our provision caters for students in Key Stages 2, 3 and 4, at sites located in Ilkeston, Kirk Hallam and Sawley.

Whilst the majority of our students have been permanently excluded, we work closely with local school clusters and the local authority to provide education opportunities to young people who are at risk of exclusion. Such placements have been highly successful in preventing numerous permanent exclusions in Derbyshire.

We are committed to working in partnership with young people, their parents and carers, their schools and other agencies to re-engage them and enable them to become successful learners and responsible citizens. Where students are able to demonstrate positive behaviour and a desire to achieve, we aim to help them transition back to mainstream school. For those who require a more alternative approach, we provide a balanced and varied curriculum, delivered through high quality teaching and learning.

We are looking to recruit a highly skilled Student & Family Support Officer to provide appropriate pastoral support and challenge to our students and their families.

Whilst for many, an AP Academy may seem to be the end of one's academic career, we see it as merely a change in direction and this could be exactly that for you and your career. If you are an inspiring, energetic, flexible and engaging person with a passion for working with disaffected pupils and can contribute to a staffing team with fresh new ideas then we may be the academy for you! Further information about our Support Centre can be found on the website at www.avesc.derbyshire.sch.uk

We look forward to welcoming you.

Yours sincerely,

Kevin Wildrienne
Headteacher

The advertisement

Job Title: Student & Family Support Officer (Attendance & Safeguarding)

Location: Esteem Valley Academy – All Sites

Grade/Scale: Grade 9 (£25,844 - £28,105 - 39 weeks) (£30,054 - £31,963 - 52 weeks)

Start date: ASAP/September 2024

Contract: Full time – 37 hours per week (39 - 52 weeks to be discussed on an individual basis)

Esteem Valley Academy is seeking a flexible, committed, enthusiastic and highly skilled Student & Family Support Officer to work alongside our Pastoral Lead / Designated Safeguarding Lead in providing appropriate pastoral support and challenge to our students and their families.

Esteem Valley Academy is a 153 place, 3 site alternative provision academy, with the vast majority of places commissioned by Derbyshire County Council where permanent exclusion figures are currently 4 times the national average and rising. The academy provides provision for KS1 – KS4 pupils at risk of, or already permanently excluded from mainstream education. We provide onsite provision for Primary and KS3 students from our Bennerley site in Ilkeston and for our KS4 students from our Sawley site. As well as our onsite academic offer, for KS3 & KS4 pupils the academy has a highly effective AP offer managed from our Kirk Hallam site.

Our work is underpinned by our core values, Relationships, Engagement & Opportunity. We strive for excellence in all areas, have high aspirations for all our students and provide them with opportunities to achieve and succeed at all levels, altering the perception of PRUs and Support Centre's.

We are seeking to appoint an experienced and enthusiastic Student & Family Support Officer with excellent interpersonal skills and an absolute love of working with challenging young people and their families. The roll will involve supporting students who have gaps in their learning, lack confidence and self-belief and can sometime be resistant to engage with a specific focus on raising attendance. The role will require working across all three of our Esteem Valley Academy sites, supporting the pastoral lead in meeting the diverse needs of our school community.

The successful candidate will inspire, motivate, challenge and support students to reach their full potential, supporting them and their families to understand and value the importance of education and consistently positive behaviours, have a good understanding of our students academic, social and emotional needs, be a team player and have a positive approach to challenge and change. Our Student & Family Support Officer will provide support for pupils across all sites, supporting staff with their attendance knowledge and practise. You will be responsible for arranging your own diary and working peripatetically where appropriate in order to best meet the needs of the pupils. This role will involve ensuring that students receive swift intervention and support to keep them safe, identify risks to any non-attendance and initiate rapid action. This role will also involve the celebration of improved attendance through our behaviour & rewards policy. Days will be varied in order to meet the needs of our students.

Applicants should also have good knowledge and experience of working with disaffected pupils in a mainstream school, alternative provision or SEND type setting. An affinity for pupils with behaviour, emotional and social difficulties is an essential quality for this challenging but rewarding opportunity.

Mileage claims are included in this role. There may also be travel to our other academy sites for meetings, Inset and CPD. You are required to have daily access to transport with business use included on your insurance. You may be required to transport pupils in your own car and contribute to the blended learning offer by delivering sessions in pupil's homes if required.

Benefits include: LGPS Pension Scheme, Westfield Health membership and academy laptop.

For further information, please contact Kevin Wildrianne, via email at kwildrianne@esteemvalleyacademy.co.uk or visit our trust website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

For more information on the school itself please visit www.esteemvalleyacademy.co.uk.

Closing date for applications: 28 June 2024 (23:59)

Interview date: WC 01 July 2024

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Student & Family Support Officer Esteem Multi-Academy Trust

Post Title:	Student & Family Support Officer
Location:	Esteem Valley Academy
Purpose:	- To signpost families in need to enhance service provision. - Deputy Designated Safeguarding Lead. - To promote good attendance and challenge attendance that falls below school expectations. - To support and promote well-being and positive behaviour across settings. - To ensure procedure and practice reflects the school ethos, is child centred and conforms to Derbyshire Safeguarding Children's Boards legislation and statutory requirements. - To act as school representative at meetings with other agencies, acting as lead professional where directed. - To advise staff, parents/carers, Governors and all other stake holders with regards to the above.
Reporting to:	Headteacher, Pastoral Lead
Responsible for:	- To take a lead on Attendance, promoting the importance of positive and consistent attendance across our school community, ultimately working towards improving individual student and whole school attendance. - To work as part of our Pastoral Team in leading work with our students & their families, supporting our students positive and consistent attendance, engagement, behaviour and well-being both at school and at home. - To support improved whole school attendance across our 3 sites and alternative provision pathway. - To support early help assessments and act as lead professional where appropriate. - To act as the Deputy Designated Safeguarding Lead across school. - Supervising a member of the Pastoral Team. - Supervisory responsibility for school staff in relation to Safeguarding and parental/carers engagement.
Liaising with:	Headteacher, Designated Governors
Working Time:	37 hours per week, 39-52 weeks per year to be negotiated
Salary/Grade:	Grade 09 Points 16-19 £30,054 - £31,963 FTE
Disclosure level	Enhanced
Duties and Responsibilities – Specific to the post	
To achieve the following	Support for parents and families To provide support to families and pupils on roll at Esteem Valley Academy in a sensitive manner that reflects the schools ethos.

	• Signpost and support families to access appropriate community resources and refer to external agencies where appropriate. • Encourage active participation of parents/carers/pupils with the professionals offering support. • Support and advocate for parents/carers/pupils at meetings, where deemed necessary. • To plan and facilitate parents/carers support/training programmes • To plan and support learning and behaviour programmes within the home. Support for staff • Manage staff members' response to Safeguarding and Child Protection concerns. • Advise staff on appropriate actions with regards to the above. • Advise and support staff in response to individual student need. • Liaise with external agencies as the staff representative. • Act as conduit for information required by staff. • Support and train staff with regard to positive behaviour strategies. Safeguarding • Deputy Designated Safeguarding Lead. • Develop positive safeguarding policy, procedures, protocols and practice in school. • Receive information and offer advice about safeguarding concerns and take appropriate action. • Develop effective working relationships with other agencies and services. • Ensure that accurate records relating to individual children are kept separate from the academic file in a secure place. • Be familiar with national and local safeguarding guidance and referral procedures. • Ensure that own training and knowledge is up to date. • Monitor safeguarding cases in the school and take further action. • Produce report as required. Attendance • Identify students whose family require support to improve their attendance. • Liaise with the Headteacher and other agencies where pupil attendance is a concern. • Raise attendance issues with parents/carers and meet in order to support them to improve attendance. • Liaise with Education Welfare Officer, refer and support students who are not meeting attendance targets. • Attend meetings with the Education Welfare Officer as a representative of the school and liaise with relevant staff and outside agencies that can support pupils and families to successfully improve attendance.
General Duties and Responsibilities	
To achieve the following	• To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

	• To work with information technology and associated systems in accordance with school policies. • To cooperate with the Local Authority in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. • To carry out the duties and responsibilities of the post in compliance with the school's Equal Opportunities Policy. • To maintain confidentiality and observe data protection and associated guidelines where appropriate. • To report and advise the Senior Leadership Team on issues relating to safeguarding, attendance and parental engagement. • To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post, as required by the Headteacher.
Other Generic Responsibilities:	
• Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take, and be accountable for, all decisions made within the parameters of the job description • Diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of pupil behaviour • Ensure safekeeping of all teaching resources and equipment • Promote and reinforce pupils' self-esteem, independence and participation within the school and wider community • Work as a flexible, collaborative team member with and under the guidance of a variety of teaching staff • Be sensitive to the issues surrounding pupils who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs • Participate with performance management and CPD training and activities that contribute to personal and professional development for self and others within the academy • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description • The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust	
The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies. The Headteacher and governing body reserve the right to amend the job description at any time after consultation with the post-holder. This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.	

Person Specification: Student & Family Support Officer Esteem Valley Academy, Esteem Multi-Academy Trust

CRITERIA	QUALITIES
Qualifications and training	• Driving licence, transport and business insurance • GCSE or equivalent in English and Maths
Experience	ESSENTIAL • Several years working in a role with a high prominence on school aged attendance • Of implementing proactive attendance intervention • Of issuing warning letters to parents • Of rigorous recording • Of CME referrals • Of attendance recording using a school management information system • Experience of working with challenging and vulnerable young people • Of safe and well home visits • Of liaising with families and maintaining effective communication • Of data analysis to identify trends and patterns to devise strategies plans to improve • Of working above and beyond and of contributing to a team for the greater good • Of supporting pupils with non- academic needs • Of liaising with parents and other agencies such as social care • Of referrals to safeguarding where attendance is cause for concern • Planning and delivering of CPD. DESIRABLE • Experience of working in a multi sided school or of travelling off site • Of organising off site trips for attendance rewards • Of working with pupils who are educated off site through a variety of offers such as APs, online learning and work experience
Skills and knowledge	ESSENTIAL • Knowledge of correct attendance coding • Of DfE guidance for school attendance • Knowledge of Derbyshire's formal attendance penalty notice procedures • Ability to be a proactive strategic planner but to also think and react appropriately • Data analysis skills, and the ability to use data to set targets and measure progress to show the academy in it's best light • Effective communication and interpersonal skills • Ability to build rapport with challenging pupils with varying needs • Ability to build effective working relationships • Knowledge of current and effective attendance and safeguarding practices including CME • Ability to work across multiple sites at rapid pace • Excellent IT capabilities • Ability to set your own calendar and multitask across sites • Ability to reflect on systems and routines and be creative to develop these where required

	DESIRABLE • Of the PEX and reintegration process • Knowledge of off- site APs
Personal qualities	ESSENTIAL • Leadership and drive • A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the academy • Hardworking and flexible • An excellent role model to staff • Calm, organised, thorough and proactive • A good sense of humour • To have a good level of self- reflection and be able to respond to positive criticism to develop professionally • Ability to work under pressure and prioritise effectively • Ability to maintain resilience and positivity • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken. Online checks may be carried out as part of the shortlisting process. The Trust has considered its duties under the Equality Act 2010 as well as good practice in recruitment and can confirm that the sole purpose of any such online checks will be for the purposes of compliance with Keeping Children Safe in Education. In the event that any issue identified as a result of the online check were to mean that an offer was not potentially made to an applicant, they would be given the opportunity to address any concerns arising out of this.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.eesteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification. f

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