

# Thamesmead School



## **Candidate Information Pack Vulnerable Learners Support Worker**

Thamesmead School  
Manygate Lane  
Shepperton  
Middlesex  
TW17 9EE

Telephone: 01932 219 400

Website: [www.thamesmead.surrey.sch.uk](http://www.thamesmead.surrey.sch.uk)



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Dear Colleague,

Thank you for your interest in working at Thamesmead School, we are looking to recruit an approachable, driven and highly organised individual to join our caring and friendly team to support the needs of our students. This position requires liaison with staff across the school in reducing barriers to attendance and learning, dealing with child protection issues and leading young carers to achieving the best possible outcomes.

Thamesmead is a successful 11-16 school rated good by Ofsted in June 2017. We are a happy community of staff and students and you will see that if you wish to come and visit us as part of your application.

I joined the school as Headteacher in September 2017. I was impressed by the hardworking students, the calm atmosphere, and the friendly welcome that I received on my first visit and I can vouch for that being typical of the school now I have been Head for five years.

Our staff like the strong and supportive team ethos that exists amongst those who work here. They like that we have high expectations of behaviour and standards from our students, and that we support our staff to uphold these. They like the work we have done to try and ensure workload remains manageable such as our shorter day, collaborative planning practices and the high quality assistance that is provided for teaching by our committed team of support staff.

As a school we have recently revisited our school vision and values to ensure that they will ensure the best education, support and outcomes for our students in this fast changing and demanding world. Our four shared goals are to:

- commit to excellence
- nurture individuals
- fulfil potential
- respect our community

To achieve these goals, we have seven Thamesmead values we encourage for our students to aspire to:

- Aspiration
- Respect
- Independence
- Confidence
- Commitment
- Resilience
- Community

We are now working to embed these across our community as we lead the school into the next stage of its success. I hope that after reading all about us that you will want to apply to join our team and become a part of this journey.

I look forward to hearing from you in the near future.

Yours sincerely,

Phil Reeves, Headteacher



**Job Description**

**Vulnerable Learners Support Worker**

**Job Profile**

**Reports to:** Inclusion Support Manager

**Accountable to:** Deputy Headteacher

**Hours:** Term Time only – 36 hours per week (5 days per week), 39 weeks per year.

*Please note:*

- *Cover will be required for holiday periods based on a rota*
- *You may not take holiday during term time*

**Salary:** S7 £29,291 - £31,810 per annum £24,969 - £27,116 pro rata

**Home school liaison for students with low attendance**

- Liaise with Head of Years, Pastoral Managers and Attendance Officer to plan, agree and lead intervention to improve attendance for all vulnerable students
- Support to Pastoral Managers for completion of referrals to outside agencies under direction of the Inclusion Support Manager
- Liaise with parents, Education Inclusion Officer and other outside agencies to maximise attendance of vulnerable students
- Arrange and undertake home visits where and when necessary
- Lead weekly attendance meetings face to face or remotely with Deputy Headteacher, Pastoral Managers and Attendance Officer
- Lead Head of Year and Pastoral Managers to conduct initial needs analysis for concern students identified by school, develop and implement appropriate intervention programme and review its effectiveness
- Lead SAMs meetings with Head of Year and Pastoral Managers

**Coordination of TAF processes**

- Manage referrals to outside agencies including Child and Family services, Counselling and mentoring, liaising with Key Stage leaders, Deputy Headteacher for Inclusion and SENDCo
- Act as named Child Protection Liaison Officer and attend Child Protection, Children in Need and Team Around the Family meetings when necessary
- To help parents/ carers in developing their parenting skills, including advice on how to develop and maintain positive discipline and healthy lifestyles
- To give parents/ carers a forum to talk in a non-judgemental environment
- To develop parent support programmes for all key stage transitions

**Lead for Young Carers**

- Manage the school's provision for young carers and their families on a day-to-day basis.
- Act as the main contact for young carers and their families in the school.
- Advise and support school staff about how to identify and support young carers.

- Be the contact point for external agencies, such as the school nurse and local young carers' service, and feeder/linked schools.

#### Safeguarding DDSL

- To attend and participate in training to ensure professional development and competence.
- To play a key role in the school's safeguarding team.

This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. The school may add to this profile in order to meet local needs and priorities. Specific objectives will be subject to annual review in consultation with the post holder and may develop to meet changing needs of the service. The job description is subject to review and development from time to time in liaison with the post holder.

#### Person Specification

Education, Training & Work Qualifications		
Essential	Desirable	Method of Assessment
A good level of proficiency in numeracy and literacy skills.	Training in community work, counselling skills, or similar	Application Form Certificates
Relevant qualification.	Training in facilitating parenting groups	
Knowledge		
Knowledge of child development. An insight into the needs of young children and their parents/carers. An understanding of, and commitment to, equal opportunities.	Local knowledge about the area and local services. An understanding of 'Every Child Matters; Children Act'. A working knowledge and understanding of the Children Act 1989, particularly in relation to Child Protection and a working knowledge of the Assessment Framework and Human Rights Legislation. Knowledge of referral routes and how to raise concerns. National Occupation Standards on Work with Parents/carers and Carers.	Application Form Interview
Skills and Abilities		
High standard of communication, both verbal and written, including appropriate record keeping. Ability to facilitate discussion and lead small group sessions. Good networking skills within a framework of awareness of issues of confidentiality, risk and human rights legislation.		Application Form Interview

Commented [NS1]: Proficiency in Maths & English?? If you do not want to add the grades.

Commented [NS2R1]: Also should we be using 4+/5+?

Commented [PR3R1]: Equivalent works - but agree Proficiency and we can check that on app form

Commitment to anti-discriminatory practice.			
<p>Empathetic, patient, supportive, diplomatic.</p> <p>Willing to learn.</p> <p>Able to work with other professionals.</p> <p>Good knowledge of school system.</p> <p>Wide knowledge of other agencies.</p> <p>Be well organised and work co-operatively with others.</p> <p>Be self-motivated, enthusiastic, creative and adaptable.</p> <p>Work independently.</p> <p>Enjoy being with parents/carers and their children.</p> <p>Good at solving problems.</p> <p>Possess a basic level of IT skills.</p> <p><b>Have use of a car and hold a valid driving licence as the role will require travel between schools as well as Home Visits.</b></p>	<p>Counselling skills.</p> <p>Ability to constructively challenge difficult issues.</p> <p>Be willing to be mentored and share best practice.</p>	Application Form Interview	
<b>Relevant Experience</b>			
A background in Health, Education, Social Care and/or extensive experience of working with parents/carers and families.	Experience of working within a school.	Application Form Interview	



#### Reasons to work at Thamesmead School

- Thamesmead students and staff are **friendly and fun** to work with. They like coming into school, behave well in class and achieve **good results**. In 2022 81% of our Year 11 students achieved grade 4 or above in both English and Maths. They have achieved positive Progress 8 scores each year and our score places us in the top 17% of schools in England.







- Many of our staff members have been **internally promoted**. We offer a range of opportunities to staff to take on additional responsibility and be challenged professionally. Staff have been **promoted internally at every level**, including to the leadership team. We offer an annual secondment to the Leadership Team and **provide development projects with a financial incentive**.
- We encourage collaboration and partnership with other schools. We enjoy **positive links** with many of our neighbouring schools, as well as those further afield including those in the primary and sixth form phase, and those in the independent sector. This creates many **opportunities for our staff** to work with colleagues in other organisations.
- Children of staff are given **priority in our admissions policy**. If you have worked in our oversubscribed school for two years or more you are given priority in our admissions policy over applications from those in local proximity of the school.



- We have an **accessible and approachable Leadership Team**. Our doors are open to staff and students and we provide visible support throughout the school. We have set up a 'change' group so that staff can provide input into the strategic development of the school.
- **Staff wellbeing** is of upmost importance at Thamesmead School. Strategic decisions are made to support staff in obtaining a good work life balance: consideration has been given to timings regarding marking load, assessment logging and meeting schedules to ensure staff are not overloaded. There is a wellbeing day in December to help break up the long autumn term, every effort is made to accommodate absence for special occasions such as graduation or nativity plays. Finally, with the **school day ending at 2.35**, there is time in the afternoon for staff to complete lesson preparation or take part in student or staff based extracurricular activities. Thamesmead celebrates the successes of staff on a weekly basis via the 'Start of the Week' award; gives mindfulness advice weekly via email and provides frequent break and lunch time treats for staff!



- There are **opportunities to suit a variety of interests** from the adventurous to the sedate, either working with students on activities such as Duke of Edinburgh, expeditions and visits (visiting such places as Namibia and Costa Rica), the yearly school production (past productions include Oliver and Annie) alongside other performance related and sporting activities throughout the school year. Alternatively, for those who would like to spend time team building and bonding with staff, we have a variety of activities organised throughout the year including couch to 5k running group, football matches, curry nights, meditation, yoga and book club.
- We place a great emphasis on **encouraging students in the Arts**. Up to 10% of our places are offered to students based on their aptitude in Drama and Music. We encourage students to both study, and be involved in the Arts subjects within and on top of their timetables through the many clubs, productions and opportunities on offer.

## How to Apply

### Application Process

The application process for this role is a three stage process:

- Application form
- Lesson observation
- Interview

To be considered for this role you must complete an application form which can be downloaded from [www.thamesmead.surrey.sch.uk/recruitment](http://www.thamesmead.surrey.sch.uk/recruitment) We are unable to accept CV applications.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

Thamesmead School reserves the right to progress no candidate to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate essential criteria in the person specification.

To arrange a tour of the school, to ask any questions or to submit your completed application form, please email [hr@thamesmead.surrey.sch.uk](mailto:hr@thamesmead.surrey.sch.uk) or contact our HR Team on 01932 219 423.

Closing date: 9am on Monday 10<sup>th</sup> October 2022

Interview date: to be confirmed

Start date: October 2022

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Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).