



LEARNING
ACADEMIES TRUST

**CHILDREN AND FAMILY
SUPPORT WORKER
RECRUITMENT PACK
WOODFIELD PRIMARY SCHOOL**

BELIEVE YOU CAN, TOGETHER WE WILL

 www.learningat.uk  01752 914160  hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

Woodfield Primary School

Headteacher: Ms Tessa Saunders

Location: Taunton Avenue, Whiteleigh, Plymouth PL5 4HW

Approximate number of students: 230

Approximate number of staff: 40



Message from the Headteacher

Thank you for requesting the details about the position at Woodfield. Woodfield is a one-form entry Primary and Nursery school, educating children from 2 – 11 years, in Whiteleigh, in the northwest of Plymouth. True to the Trust's values we are firmly committed to ensuring that every child achieves their full potential. We are at the heart of the community that we serve and pride ourselves on our warm, welcoming approach and building strong working relationships with all our families to ensure the very best for the children in our care. As a school, we set high expectations for learning and have 12 values, focusing on one per month, that underpin all the work that we do. Oracy is a vital life skill and an integral part of our curriculum. We begin developing the children's Oracy skills in Nursery to ensure that they develop the ability and confidence to interact with peers and adults to deepen their learning and understanding. Again, thank you for taking the time to consider the position we have, please feel free to contact the school if you have any questions.

Tessa Saunders, Headteacher

Children and Family Support Worker

Job Description

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|--------------------------------|--|
| Job Title | Children and Family Support Worker |
| Location | Woodfield Primary School, Plymouth |
| Responsible to | Headteacher |
| Salary FTE | Grade D £25,992.00 – £28,624.00 (Depending on experience) |
| Actual Annual Salary | £17,360.00 - £19,118.00 |
| Status | Temporary (until 31 st Aug 2025) |
| Hours/weeks | 28.75 hours per week / 39 weeks per annum |
| Closing date | 9am, 10 th January 2025 |
| Proposed Interview date | W/C 13 th January 2025 |
| Proposed start date | February 2025 |

Key Purpose & Anticipated Outcomes of Post

To support the overall Raising Achievement Plan and school priorities by supporting children and parents to engage and thrive at Woodfield. To ensure that families are best able to support their children's learning and that children are equipped with the tools to succeed in their education. To ensure that pupils are kept safe, and agencies are liaised with to ensure families remain safeguarded.

Children support:

- React to the needs of the children on any given day in supporting them with engaging in learning and attendance at school.
- Lead, run and coordinate ELSA groups in collaboration with the school SENDCo.
- Lead, run and coordinate Nurture Groups in collaboration with the school SENDCo.
- As needed support children to attend school by collecting them from home in the morning and/or supporting them with the transition into school if they struggle with separation from their parents.
- Feedback to class teachers and other key staff where applicable.
- Lead and run social groups linked to teamwork, overcoming challenging situations, managing friendships etc.
- Support for children in care through sibling and family support which may include sibling groups and quality time together.
- Follow the school policies use a trauma informed and relational approach when supporting children's behaviour and helping them to follow the 3 school rules.
- Lead and run intervention groups where required. (Read Write Inc./Maths etc)
- Support children during unstructured times (break/lunch) where appropriate to do so.
- Using trauma informed approaches to support pupils who are heightened or dysregulated, following the principles of Regulate, Relate, Reason to support the pupils to return to class.
- Ensure that accurate and timely record keeping takes place when children share information. This must be shared with the appropriate colleagues where applicable.

Family support:

- Promote and improve parental access and engagement with school.
- Provide information and support for parents who have concerns about early signs of social, learning, emotional, health or behavioural issues with their children and signpost them to the correct member of staff.
- Support families with grant applications where required.
- Work in collaboration with the Safeguarding Lead in arranging for the delivery or collection of food parcels to families in need.
- Complete referrals for support groups/parental courses where required to do so.
- Liaise with the school admin team regarding pupils attendance and follow up with parents any potential matters of concerns that are raised.
- Supporting parents with/at making/attending medical appointments for themselves and their children where support is required.
- Utilise various forms of communication to engage and interact with families- phone calls, emails, Dojo messages, text messaging etc.
- Lead and run parent workshops that include all groups- i.e. Dad's Club etc.
- Support with the collection and drop off of children to and from school where applicable.

- Promote a positive, optimistic attitude to learning and achievement within the schools, acting as a role model with pupils, families and the wider community
- Work proactively with parents to improve pupil attendance/punctuality.
- Feedback to school leaders the views of parents in the neighbourhood in partnership with agencies supporting families.
- Attend Parent Consultation Evenings and Governors / staff meetings as required
- Attend multi agency meetings as and when required.
- Co-ordinate and support extra curricular/extended services for families in line with the school's improvement plan priorities and ways of engagement
- Support with home visits where requested, to do so by the Safeguarding Leads in school.
- Support leadership in facilitating community events.
- Signposting families to agencies and support networks.

Safeguarding:

- To follow the school safeguarding policies and ensure correct action is taken to safeguard pupils by following procedure and liaising with the school Safeguarding Leader/DSL's as well as outside agencies where requested to do so.
- Coordinate/Lead, where asked/directed by the school safeguarding lead, and lead key multi agency meetings such as EHAT's/TAM's. Assess, review and report on the impact of safeguarding intervention and family support.
- Make contact with the Gateway where safeguarding concerns arise and the DSL's are absent or not available at the time. Contact with DSL's must always be sought in the first instance.
- Check in with families who may have had historical causes for concern to ensure that there are no current concerns.
- All matters of a safeguarding concern are passed on and shared with the school Safeguarding Team. This must be reported on the day without hesitation.

Conduct

- To act in a professional and confidential manner with all school information.
- To work in effective partnership with the schools Safeguarding Leader and Designated Safeguarding Leader
- To work co-operatively with others and to show commitment to the central teams, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team.
- To promote the image of the school in all contact with the local and wider community.

Other Duties

- You are required to undertake such other duties appropriate to your grade and content of the work as may reasonably be required of you. The above list of duties is not intended to be exhaustive and the Trust reserves the right, in consultation with you, to amend and update your job description to reflect changes to the role.

Safer Recruitment

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.
- The post holder will be required to undertake a DBS Enhanced Disclosure. Further information about Disclosure & Barring is available from www.homeoffice.gov.uk/dbs

Other Duties

- Responsible for manual and computerised information systems and data held about pupils and parents.
- To undertake additional duties as required, commensurate with the level of the job.
- To participate in induction training, staff review processes and professional development opportunities.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

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|------------------|------------------------------------|
| Job Title | Children and Family Support Worker |
| Location | Woodfield Primary School, Plymouth |
| Grade | Grade D £25,992.00 – £28,624.00 |

| Area | Job Requirements | | Evidence |
|---|--|------------------------|----------|
| Qualifications and Professional Development | <ul style="list-style-type: none"> • Educated to GCSE level or equivalent with a minimum pass in both Maths and English GCSE or equivalent • Knowledge and experience of local and national safeguarding and child protection procedures • Awareness of, and compliance with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection • First Aid Qualification • Physical intervention/restraint qualification | Essential | A,C |
| | | Essential | A,C |
| | | Desirable | A,C |
| | | Desirable | A,C |
| | | Desirable | A,C |
| Experience and Knowledge | <ul style="list-style-type: none"> • Sound working knowledge of Microsoft Word and Excel • Proficient in email • Understanding of educational systems and services • Knowledge of the Management Structure, ethos and expectation of the school | Essential | A,I |
| | | Essential | A,I |
| | | Essential Desirable | I A,I |
| Abilities & Skills | <ul style="list-style-type: none"> • A strong understanding of IT and software packages • Excellent communications skills to establish contact and build relationships with parents, carers and families. • Ability to use initiative and prioritise work • Ability to write clearly and effectively | All essential criteria | A,I,R |
| Personal Attributes | <ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children • Excellent communication skills • High quality interpersonal skills • Ability to prioritise, manage demanding workloads and meet strict deadlines • Ability to work as part of a team • A calm and courteous, flexible and professional approach, particularly when under pressure • Able to maintain confidentiality • To be punctual, reliable and trustworthy | All essential criteria | I,R |

| | | | |
|--|--|--|--|
| | <ul style="list-style-type: none"> • Able to demonstrate enthusiasm, be responsive to change and retain a sense of humour • Willingness to learn and develop both self and others • Smart and professional appearance • Willingness to be flexible with working hours to respond to the needs of the school. • Able to use own initiative | | |
|--|--|--|--|

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.