



**SHINE**  
ACADEMIES



**Family Liaison Support Worker  
at  
Crowmoor Primary School  
Candidate Information Pack**



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## Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott  
Chief Executive Officer

## Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the MAT. We demonstrate working COLLABORATIVELY, with COURAGE and COMPASSION – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

Our Trust values are:

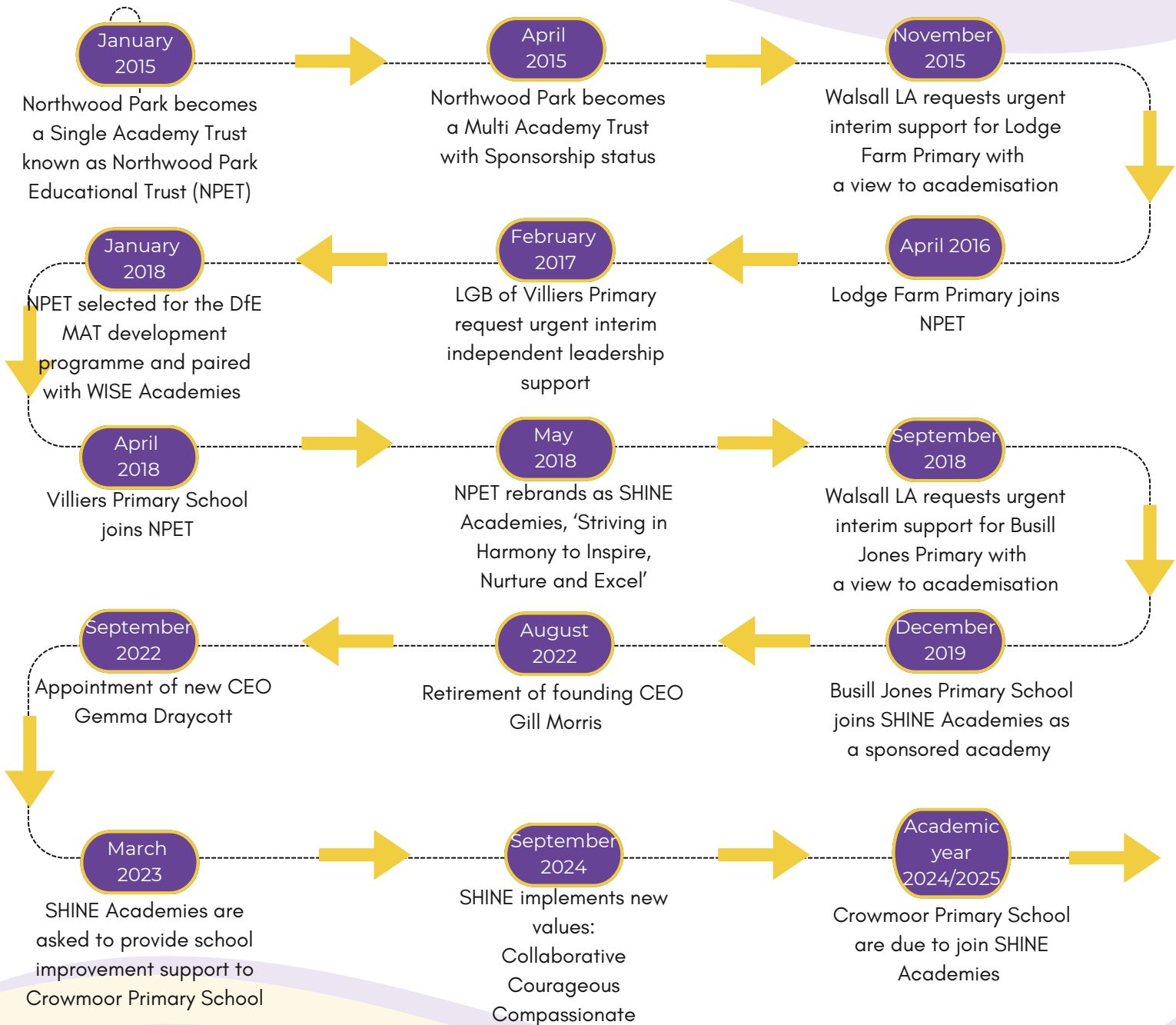
**Collaborative**

**Courageous**

**Compassionate**

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

# Our Journey So Far



## Careers at SHINE Academies

The Trust currently comprises of four schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, and Busill Jones Primary School in Bloxwich. We are expected to grow to six schools this academic year, with two schools in Shropshire due to join us. All our schools are large, and therefore progression opportunities are plentiful. All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

## We are proud of our SHINE family of Schools



## Employee Benefits

We offer a range of employee benefits, including:



**Excellent CPD Opportunities**

**One term time wellbeing day  
per year**



**Lifestyle & Shopping  
Discounts**

**Employee Assistance  
Programme**



**Generous Occupational  
Pension Schemes**



*Your Award-Winning Employee Benefits Provider*



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

# Crowmoor Primary School

## Message from the Head of School

Welcome to Crowmoor Primary School! As the Head, it is my pleasure to welcome you to our school community. Our aim is to provide a supportive and inclusive learning environment where every child is encouraged to reach their full potential.

We believe children achieve best when learning is fun, involved, active and exploratory and where confidence is inspired and success is praised. This is reflected in the experiences and opportunities that we provide.

We have a strong sense of community and ethos. At Crowmoor, we believe that all children should be provided with a wide range of opportunities to develop and grow as an individual, who shapes their own future. Crowmoor aims to equip its children with the skills, knowledge and self-belief to flourish and seize the opportunities the world offers. The school site is vast, with ample outdoor space to encourage outdoor learning and classrooms are bright and spacious.

Crowmoor has been receiving support from SHINE Academies since March 2023 and we are excited to be joining SHINE this academic year.

I would be very pleased to welcome you to our school to watch Crowmoor in action.

Mr R Horton  
Head of School





# Job Description



<b>Post Title</b>	Family Liaison Support Worker
<b>Scale</b>	Grade 5 (£27,803 - £31,364 per annum, pro rata) – Pay award pending
<b>Hours</b>	37 hours – Term time only + 1 week
<b>Responsible to</b>	Head of School
<b>Liaison With</b>	School staff, wider family liaison team, other professional agencies involved in the education of children

## Job Purpose

To provide a service to teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum. The post holder will be responsible to a school within the trust but will work with the support of the wider family services team based across the trust. The post holder will be predominantly school based but will have a wider remit including working with families and the local community through the use of the Early Help Assessment (EHA).

The post holder will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Looked After Children
- Children who have social care involvement - CIN, CP or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs
- Challenging behaviour
- Poor attendance
- Children with a statement of special educational needs (Education, Health Care Plan)

## Main Duties & Responsibilities

### Support for Pupils

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- To work with teaching staff in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioural development
- Assess the needs of pupils and identify those most in need of help to overcome barriers to learning, making sure these pupils have individual behaviour plans where necessary
- Plan and deliver activities and interventions for pupils including one-to-one, small group and/or whole-class support
- Monitor and evaluate pupil responses to activities and interventions, recording the impact and making adaptations where necessary to promote inclusion
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Organise and supervise appropriate learning environment and resources
- To plan and facilitate structured activities, to support pupils to make appropriate use of unstructured times including break and lunch clubs. Organise breaktime and lunchtime activities to support pupils who have difficulties at unstructured times.
- Organise transition activities for learners moving to secondary schools both on a 1-1 and whole class basis.

### Support for Families

- To lead on the completion of Early Help Assessments (EHA) and to review these regularly to measure progress with agreed targets
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/behaviour etc.
- To liaise, when needed, with parents keeping them fully informed about any issues or concerns that arise
- Attend Termly parent's evenings to support families and pupils and advise parents on attendance matters, behaviour strategies and parenting skills where appropriate.

### Attendance

- Daily monitoring of pupil attendance, including chasing of pupils who have not been reported, liaison with families and conducting home visits when necessary with the support of a colleague
- Analyse and report on pupil attendance data to identify patterns or trends

- To complete home visits to talk to parents about issues and to offer advice about strategies to deal with problems – complete the EHA and family star with parents
- Plan, deliver, monitor and evaluate the impact of attendance interventions, including any support that is provided to pupils through external agencies

**Safeguarding**

- To be part of the schools safeguarding team, undertaking the role of Deputy Designated Safeguarding Lead alongside colleagues. This will entail ensuring that safeguarding procedures are followed across the school, ensuring that safeguarding files are up to date and monitoring logs made on the schools safeguarding CPOMS, taking action when necessary

**Other**

- Liaise with relevant professionals and individuals, e.g. education welfare officer, educational psychologists, the police and social services
- Seek information about local area and community trends to understand contextual safeguarding to ensure that pupils are educated in support of early intervention in these areas
- Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, updating data monitoring systems, preparing written reports and evaluations, sending letters to parents and completing EHA forms online.
- Complete all paperwork linked to role, including permanent exclusions and suspensions, safeguarding, data analysis of behaviour incident logs

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

**Signature of Manager:**

**Date:**                    /                    /

**Signature of post holder:**

\_\_\_\_\_ **Date:**                    /                    /

# Person Specification

Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications & Training	<p>NVQ Level 3 or equivalent in a relevant area</p> <p>GCSE in English and Maths at Grade C or equivalent</p>	<p>Additional qualifications as evidence of supporting children and / or their families with additional needs</p>	<p>Application Form</p> <p>Certificates</p>
Experience	<p>Experience of working with children and families</p> <p>Working as part of a team</p> <p>Experience and understanding of Safeguarding procedures</p>	<p>Experience of working with children in the primary phase</p> <p>Experience of working with people with mental health problems</p> <p>Experience of using cognitive behavioural approaches</p> <p>Experience of multiagency working including childcare, health and social care</p>	<p>Application form</p> <p>Selection procedure</p> <p>References</p>
Knowledge and Skills	<p>Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information</p> <p>Knowledge of issues affecting families and parenting needs of children</p> <p>Ability to score, record and evaluate outcome measures</p> <p>Excellent ICT skills including proficiency in the use of Email, MSWord, MSEXcel</p> <p>Have a clean driving licence and have access to use of own car with business insurance</p> <p>Able to hold difficult conversations with parents and other professionals</p>	<p>Knowledge of the procedures for Early Help Assessment</p> <p>Knowledge of Special Educational Needs and Education Health Care Plans</p> <p>An understanding of the needs and difficulties which that can be faced</p> <p>To have used Scholarpack and CPOMS</p> <p>Positive Behaviour Management strategies</p> <p>Knowledge of school attendance processes</p> <p>Knowledge of available support services</p>	<p>Application form</p> <p>Selection procedure</p> <p>References</p>
Personal Qualities	<p>An interest in and ability to work with children and families with, or at risk of developing, mental health difficulties.</p> <p>An ability to interact effectively with staff from all disciplines and agencies</p>	<p>Being able to work flexibly by prior agreement</p> <p>Awareness of equal opportunities; health and safety.</p>	<p>Application form</p> <p>Selection procedure</p> <p>References</p>

	<p>An ability to work independently and on own initiative; reliably and consistently with work agreed and managed at regular intervals Good team player</p> <p>Have high expectations of self and children</p> <p>Self- motivated</p> <p>Actively promotes inclusion for all pupils</p> <p>Has initiative and is willing to share ideas</p> <p>Is passionate about family support, building relationships and</p>		
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