



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Family Support Worker

Hours per week: 37

Term Time Only - 39 weeks per year

Salary: Experienced Plus Band
£28,624 - £31,067 FTE
(Depending on experience)

Rugby Free Secondary School

Anderson Avenue, Rugby, Warwickshire, CV22 5PE
01788 222060

info@rugbyfreesecondary.co.uk

www.rugbyfreesecondary.co.uk

Rugby Free Secondary School are looking for a Family Support Worker, the role focusses on taking a lead in day to day safeguarding and attendance issues and supporting other Designated Safeguarding Leaders (DSLs) in promoting the safety and wellbeing of our students and their families.

The job purpose is to ensure effective advice, guidance and support for families and students in order to encourage engagement, attendance, aspirations and positive life chances.

You ideally will have experience of making referrals, undertaking home visits and providing practical help and support to families.

This is an exciting opportunity to make a real difference to students and their families. You will benefit from the full range of support from a professional and experienced team, committed to securing the best outcomes, can offer.

The Family Support Worker application form and supporting documents for this post are available on the School website: www.rugbyfreesecondary.co.uk/vacancies.

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Wednesday, 18th December 2024 at 12pm



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 4 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Trust is a positive career decision for you.



Sarah Malam

Chief Executive Officer, Triumph Learning Trust

About Triumph Learning Trust

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and a primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



- Rugby Free Primary School
- Rugby Free Secondary School
- Courthouse Green Primary School
- Alderman's Green Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment

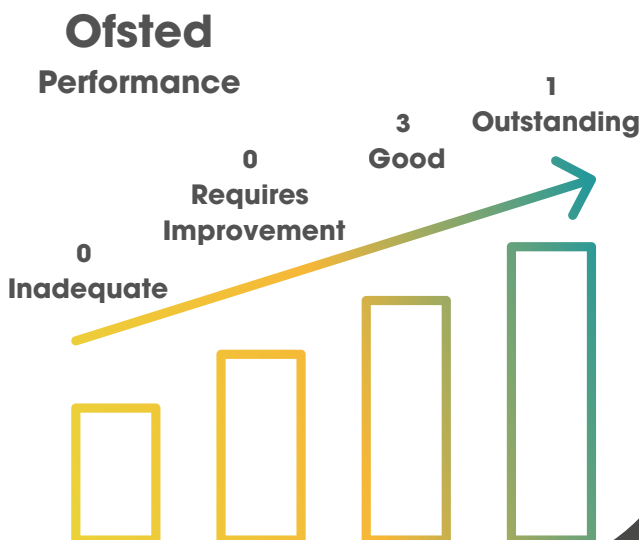
339+
Employees

4
Schools and Counting

2,728
Students

16
Trustees / Members

3
Resource Provisions for SEND



“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.

Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Electric Vehicle Scheme

Salary sacrifice scheme: Drive a brand new fully insured and maintained electric car.



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

Thank you for your interest in joining our school community. At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students' core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school's ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential.

Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. I hope that the information in this pack gives you a sense of what makes our school special, and I look forward to receiving your application.

Warm regards,



Jaim Green

Headteacher, Rugby Free Secondary School



Rugby Free Secondary School is a unique and special place, underpinned by three core values that represent what we live-and-breathe on a daily basis. As a school and as a Trust, we have worked hard to create a culture of high-expectations that are built on the bedrock of healthy and happy relationships.

Students from over 34 Primary Schools join the RFSS and TLT family every year, all of whom bring their own set of experiences and beliefs. Therefore, we invest heavily in pastoral support to ensure that all students can quickly establish positive relationships, and therefore focus on their learning.

At RFSS, high emphasis is placed on students feeling happy, healthy and safe, so that they can maximise their own personal progress.

Our forward-thinking and wide curriculum offer supports students in reaching their full potential, and helping to nurture each child's talents and ambitions throughout their time with us, whilst preparing them to be 'set for life' outside of school.

Our approach to education not only supports academic success, but promotes the development of strong character within our students, enabling them to be critical thinkers who can communicate effectively.

Staff feel happy in their role

Trust Survey 2022

88%

Staff are proud to be a member of the school

Trust Survey 2022

96%



Job Description



FAMILY SUPPORT WORKER

Salary	Experienced Plus Band	£28,624 - £31,067 FTE
Hours	37 hours per week, Term Time Only (39 weeks per year)	
Reporting to:	Assistant Headteacher for Inclusion and Headteacher	
Liaising with:	Directors of Learning, Heads of Year, Teaching and Associate Staff, Students and Parent/Carers	
Start Date	January 2025	

Main Purpose

- Post holder is based in school and work within school staff teams. The work will engage with a wide range of agencies to identify and provide support for students who demonstrate an emerging and / or existing need in their health, emotional, social and behavioural development. It is likely that the post holder will be working over a prolonged period of time with extended families in crisis and critical need. This will form a significant part of the role.
- The post holder alongside the school's DSLs will be key in developing, delivering and ensuring the school's Child Protection & Safeguarding procedures are robust and fit for purpose. The post holder will have a key role in ensuring Child Protection & Safeguarding is thorough and effective in protecting all pupils.
- The post holder will also lead on promoting good attendance & punctuality and will work closely with appropriate members of the school's Admin, Inclusion and Senior Leadership Team.

Main Duties

- To act as one of the school's Safeguarding Leads implementing, developing and maintaining the school's Child Protection and Safeguarding policies and procedures in liaison with the school's DSL.
- In the role of Deputy Designated Safeguarding Lead, represent the school in all relevant meetings regarding child protection and safeguarding issues.
- To attend statutory reviews, Child Protection Conferences and other meetings as required; reporting on work completed and providing written reports when required.
- To support promoting, monitoring and analysing school attendance. This includes following the school procedures and protocols, regular liaison with the Admin team and reporting of attendance to the inclusion manager and senior leadership team.



- Within the context of the school structures, to negotiate, develop, implement and evaluate appropriate interventions and strategies which will utilise available resources in the child's home, school and community environment.
- To undertake joint work and interventions with family members, schools, other practitioners and outside agencies.
- Liaise closely and develop collaborative working relationships with colleagues in other agencies and in other areas of the School as part of integrated working.
- To work with students on a range of SEMH interventions, including Thrive and undertake voice of the child work.
- To provide information, advice, guidance and support to families in order to access services and develop parenting capacity.
- To be responsible for keeping the school staff informed of work being undertaken with the young person and the family, to offer advice and strategies for relevant members of staff, to promote well-being and minimise risk.
- To maintain accurate monitoring data and up to date electronic case records on Sharepoint and CPOMS
- To provide clear, focussed reports and summaries of work undertaken with individuals or groups, including Case Studies, showcasing excellent practice
- Contribute to/and write statements for court and act as a witness at court proceedings where necessary
- To be committed to self-development and on-going training related to the post, including facilitating targeted training for parents and other colleagues.
- To fully participate in professional growth, peer support and supervision across the Trust
- To manage and run Early Help meetings
- Attend PEP meetings for allocated LAC when asked to by the Inclusion Lead
- To complete duties as per school rota and run clubs where there is a need to.
- Occasional evening work may be required, for example supporting at parents evenings, for home visits, supporting students and families to access holiday provision etc.
- To observe the Health & Safety Policy in relation to self and others

Generic Responsibilities of all Rugby Free Secondary School Staff

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Rugby Free Secondary School's agreed Code of Conduct



- The school 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
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of students health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Person Specification



Attributes	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications and Education	<ul style="list-style-type: none"> • GCSE Maths and English (C/Grade 5) • Qualification working with children e.g. Teaching Assistant Qualification 	<ul style="list-style-type: none"> • DSL training • Degree in related area • Counselling qualification • Thrive Practitioner
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with students, young people and families in a wide variety of settings, including the child's home environment • Ability to work effectively with other team members, foster and maintain working relationships with colleagues from other agencies • Ability to deal constructively with emotional demands and pressures of the job • Ability to work on school sites with students and families • Ability to write clear and concise observations and reports on work undertaken • Ability to identify and seek support when necessary • Organised with good time management skills • IT literate – online, Microsoft suite • Ability to make effective use of community resources 	<ul style="list-style-type: none"> • Ability to work on own initiative and to think creatively • Ability to prioritise and organise own workload • Experience in the delivery of group work to students and / or adults • Ability to analyse written information and reports from a range of sources
Experience and Knowledge	<ul style="list-style-type: none"> • Substantial experience of working with families alongside students in a social care, educational, health or voluntary setting • Evidence of partnership working across agencies to achieve joint outcomes • Knowledge and understanding of student's development and the needs of students within their family networks • Knowledge of how to promote safeguarding issues for students and their families • To have experience of working with people under stress 	<ul style="list-style-type: none"> • Experience working with families to bring about change • Experience in contributing to the delivery of training • Experience of contributing to the supervision and support of volunteers/members of staff • Knowledge of the statutory functions and school responsibilities for students in their care • Experience of working with students with emotional, social and behavioural difficulties



Attributes	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Experience and Knowledge		<ul style="list-style-type: none">• Understanding of the additional vulnerabilities and needs of students with disabilities• Experience of leading Early Help meetings and being involved in Child In Need, Child Protection and Strategy meetings
Core Qualities	<ul style="list-style-type: none">• Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.• Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.• Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.• Service Delivery: understands customer needs and responds appropriately.	
Other Requirements	<ul style="list-style-type: none">• Able to work flexibly to meet the needs of students and families e.g. evenings, weekends and holidays on occasion• Have excellent punctuality and attendance	








If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.




To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  01788 222060
-  megan.jones@rugbyfreesecondary.co.uk
-  www.rugbyfreesecondary.co.uk/vacancies.

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  triumph-learning-trust  triumph_learning_trust
