



Kingsbrook View Primary Academy

(Aylesbury)

Job Role

Family and Pastoral Support Officer

To start:

September/October

2024 (Part time initially)

The newest primary Academy in Buckinghamshire is growing rapidly. Are you ready to join our expanding team and become part of something very special and rewarding?

Kingsbrook View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting and an enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.



Part of Inspiring Futures Partnership Trust





Welcome from Head of Academy

It is an absolute pleasure to introduce you to Kingsbrook View Primary Academy and I thank you for taking the time to show an interest in the position of Family and Pastoral Support Officer at our brand-new Academy.

I am beyond excited for the journey ahead because, although we are still within our infancy, we have plenty of opportunities to grow and we are now in the process of expanding our staff team. We have had an incredibly successful start and we have already made a positive impact on our children, families, staff and community. It's not every day that you are given the opportunity to help shape a brand-new Academy that will be at the forefront of inspiration and innovation.

At my heart sits a passion for learning and a passion for children and young people to flourish. Why? Because they deserve it! Children, our future, deserve the best chances and at Kingsbrook View we nurture and encourage each and every individual child to reach their potential and give them the knowledge, skills and tools they need to thrive in life. We get to know and understand our children and build our curriculum to inspire and meet the needs and interests of our learners.

I have high expectations both of myself and others and this goes hand in hand with being the best version of ourselves we can be. This way, we can all be highly aspirational and dream big.

Opportunity is really important to me because that's exactly what education should do: open doors so that everyone can learn and aspire to reach for something great. It doesn't matter who you are or what background you come from, if you are in the right environment, encouraged and supported by the right people, you can succeed. I am honest and open and have created a culture of integrity amongst everyone who is involved in Kingsbrook View.

Every member of the Kingsbrook View community is respected and the safety and well-being of is a priority. I value community and working collaboratively and it is my desire for Kingsbrook View to represent the community it serves and for the community to be proud of us. I have a fantastic team around me and every one shares the Academy's vision and appetite for lifelong learning. This is because learning is valuable and powerful and learning is even stronger when we all do it together. Therefore, the ethos and vision for Kingsbrook View culminates in our motto: **Growing together to achieve dreams.**

I very much look forward to you joining us on this journey that will continue to make Kingsbrook View a happy and exciting place to learn and work.

Mr Jon Turner



About Kingsbrook View Primary Academy

Kingsbrook View opened in September 2021, with just 3 classes (90 pupils), and was built to serve the primary education needs of the new Kingsbrook residential development. We currently have 9 classes, up to Year 4. In September 2024, we will move into Year 5 and have a total of 330 pupils. Our rapid growth means that we have a number of opportunities to join our expanding and dedicated staff team. We will continue to grow until we reach our final capacity of 472 places, up to the end of KS2.

At Kingsbrook View Primary Academy we are committed to delivering inspirational learning opportunities that are engaging, purposeful and challenging as **everyone** has the potential to achieve and excel. We have a passion for learning and we value the power of learning in securing a successful future. Our pupils take ownership of their learning to become highly aspirational and be able to make positive contributions to life in modern Britain.

Kingsbrook View Primary Academy:

- Has a strong set of values, modelled and followed by all
- Provides an excellent primary education for all children attending
- Enables all children to be highly aspirational and reach their potential
- Has high expectations of all
- Develops resilience, independence and self-regulation
- Provides a broad, rich, engaging and challenging curriculum
- Is an active and prominent establishment within the local community
- Provides a secure and happy environment where everybody's safety and wellbeing matters: children, parents and staff.
- Meets the individual needs of children and their families through a proven model of outstanding teaching and learning
- Values the contribution outdoor learning makes to a stimulating curriculum as well as wellbeing
- Celebrates diversity through an inclusive culture based on equality and respect
- Is a member of the Inspiring Futures Partnership Trust, drawing on the expertise and capacity of other Trust members to deliver outstanding provision

Our values permeate all that we do and we expect all children, parents, staff, Trustees and visitors to live and breathe these values. These values underpin our curriculum as they are central to being successful individuals, who make a valued contribution as citizens in the modern world.

Aspiration: aiming high, having high expectations and striving for the best

Resilience: responding to challenge, overcoming difficulty and learning from mistakes by having a growth mindset

Respect: valuing everyone's contributions and demonstrating respect for ourselves and others

Integrity: being open and honest, showing commitment to what is right and being proud of who we are



Family and Pastoral Support Officer – Job Role

As Family and Pastoral Support Officer you will work closely with our parents and children to support the families and community of Kingsbrook View Primary Academy. The successful candidate will work alongside Academy staff, including Designated Safeguarding Leads (DSLs), as well as external partners, to ensure children attend regularly and the changing needs of our families are met. You will improve the life outcomes and opportunities for our children and their families, by providing a range of family support interventions and activities.

Does this sound like you?

- You are people-centred and put children's best interests at the heart of what you do
- You are a positive, warm and friendly role-model
- You have high expectations of yourself and others; demonstrating aspiration
- You have vision to implement positive change
- You have the ability to motivate others and develop excellent relationships with parents, children and the local community
- You embrace challenge and relish the opportunity to grow
- You embrace core moral values such as integrity, resilience and respect
- You bring positivity and enthusiasm to our welcoming team

In turn, we offer you:

- A chance to work alongside amazing children who are keen to learn and have high aspirations
- An opportunity to work with a highly professional, committed and talented staff team
- A brand new, state-of-the-art building with dedicated facilities and spaces for supporting learning
- A vibrant and inclusive community
- The opportunity to develop your career within an expanding Multi-Academy Trust
- A commitment to well-being and reduced workload





Job title	Family and Pastoral Support Officer
Salary	Bucks Pay Range 2-3 (dependent on skills & experience)
Hours	Part time initially (Monday to Friday 8:30am – 12:30pm) with a view for hours to increase after the first year
Contract type	Fixed/Permanent
Starting date	September/ October 2024
Reporting to	Head of Academy
Responsible for	Supporting children and parents

Job Description

Job Context:

To provide advice and signposting to enable families to access universal and targeted services.

To develop the social, emotional and health development of pupils at the Academy and for their families.

To promote healthy attendance of children and engagement of parents in their children's learning and schooling.

To give targeted individual support to families and carers.

Job Purpose:

Working preventatively with identified families to support early intervention by signposting support and guidance in times of change and stress.

Work directly with children and families; individually and in groups to provide practical support, advice and guidance around a range of issues.

Work with children who are at risk of suspension or exclusion from by supporting them and their families.

To raise the attendance and punctuality levels of targeted children.

To work with other educational providers to support effective transition for vulnerable children and families.

To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.

Key responsibilities:

Develop home/Academy links to encourage good communication between the Academy and families.

Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops.

Providing advice on how to develop and maintain positive discipline.

To support SLT in raising attendance of targeted pupils.

To liaise with the SENDCo, as necessary, about supporting families with SEN children



Provide practical help and emotional support for families particularly at times of crisis.

Organising meetings and drop-ins at appropriate times with relevant children and families.

Engaging families in activities which supports children's learning.

To have a robust understanding of, and adhere to, agreed policies and procedures for child protection, safeguarding and lone working.

To be a Designated Safeguarding Lead (DSL).

Coordination and liaison with others:

To liaise on a regular basis with the senior leadership team and Designated Safeguarding Leads to share and report information.

Identification and appropriate referral of children for initial assessment and be responsible for creating early help assessments.

To make referrals to First Response in order to safeguard children.

To be responsible for carrying out the appropriate actions following assessments/meetings

Promoting healthy living by liaison with health workers/school nurse and ensuring appointments are kept.

Developing links with agencies that provide and promote learning opportunities for parents and carers to attend multi agency team around the family and core group meetings. Furthermore, to discuss referrals and agree a work plan as requested.

Keep careful and high-quality records of meetings and contacts recording actions to be taken (on CPOMS)

To monitor and evaluate the effectiveness of the work and providing reports as required.

To identify needs and advocate the development of new work in the area to meet these needs.

General:

To develop a whole Academy knowledge and understanding of how to support pupils at risk.

To attend meetings and deliver training as required.

Maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.

To work within Academy and Trust policies particularly those around equal opportunities and safeguarding.

To take responsibility for own learning and professional development and to attend training as required.



Any other reasonable duties that the Senior Leadership Team may from time to time ask the postholder to perform.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of supporting children and families • Experience of providing support, guidance and problem-solving to families • Experience of working with and supporting children 	<ul style="list-style-type: none"> • Experience of engaging families in initiatives • Work with children to improve attendance
Understanding	<ul style="list-style-type: none"> • Know how to keep children safe • An understanding of how children develop and learn • An understanding of behaviours and how to support children with them • Awareness of key school policies including child protection, equal opportunities, confidentiality and data protection • Awareness of building positive relationships with children and families • Awareness of pastoral support and parental engagement 	
Qualifications	<ul style="list-style-type: none"> • GCSEs in English and Maths Grade C (or equivalent) or above 	<ul style="list-style-type: none"> • Any other qualifications relevant to post
Practical skills	<ul style="list-style-type: none"> • Ability to support and uphold the Academy's vision, values and aims • Ability to monitor and evaluate approaches of support • Ability to advise and support parents in a variety of ways • Ability to keep robust in line with Academy policy • Ability to support pupils with behaviour needs 	Ability to <ul style="list-style-type: none"> • Use SIMS (or other MIS) • Use attendance systems • Use IT to support the role
Personal qualities and attributes	<ul style="list-style-type: none"> • To communicate effectively in standard English • The ability to work independently and as part of a team • High expectations of themselves and the team, families and children they support • Calm and rational • Ability to follow direction • Sense of humour 	

Application Process

Further information:

For more information about our Academy please visit our website www.kvpa.org.uk or to discuss the role further please contact our Head of Academy, Mr Jon Turner, via email: office@kvpa.school or telephone: 01296 255000



Visits to the Academy are warmly welcomed but need to be arranged in advance.

How to apply:

Interested candidates should apply through the My New Term portal, please include a personal statement that should outline your suitability for the post by referring to the job description and person specification.

Please use the link provided.

In compliance with Safer Recruitment guidelines, CV's cannot be accepted and you will need to complete an online mynewterm application form to be considered for this position

Closing Date: 12 noon, Friday 12th July 2024

Interviews will be held the week beginning: Wednesday 17th July 2024

Interviews may be offered prior to the closing date, upon receipt of an exceptionally strong application.