



**LEARNING**  
ACADEMIES TRUST

**FAMILY SUPPORT  
ADVISOR  
RECRUITMENT PACK  
WIDEWELL PRIMARY ACADEMY**

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://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](http://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](mailto:hr@learningat.uk)

## About Widewell Primary Academy

Headteacher: Mrs Victoria Broughton

Location: Lulworth Drive, Widewell, Plymouth, PL6 7ER

Approximate number of students: 230

Approximate number of staff: 30



## Message from the Headteacher

Widewell Primary Academy is a single form entry school set amongst 12 acres of school grounds comprising a large sports field and woodland conservation area as well as break-time spaces with playgrounds and adventurous play areas. We serve families from the Widewell, Belliver and Southway communities, many of whom are service families.

Our school enables children to achieve their potential within a positive, nurturing learning environment, where they are individually known by our dedicated team of staff, who work incredibly hard to provide innovative opportunities for them to learn. Our children have an exciting curriculum and are given opportunities to develop their strengths in a range of ways such as through music, sports and leadership opportunities, to name a few. We enable children to strive and achieve to be the best that they can.

At Widewell we welcome all and believe everyone matters. Our vision for our school is that it is a place of excellence and innovation, where children's skills, knowledge and values grow and our positive, caring but challenging learning environment enables our children to thrive. Our DREAM values of Determined, Resilient, Enquiring, Aspirational and Mindful permeate everything we do alongside our Trust motto of 'believe you can, together we will'.

We invite you to visit us and meet our delightful pupils and experience our fantastic and caring environment for yourselves.

Victoria Broughton, Headteacher

## FAMILY SUPPORT ADVISOR JOB DESCRIPTION

<b>Job Title</b>	Family Support Advisor
<b>Location</b>	Widewell Primary School
<b>Responsible to</b>	Headteacher
<b>Job Type</b>	Permanent
<b>Salary FTE</b>	Grade D £25,992 - £28,624 (Depending on Experience)
<b>Actual Annual Salary</b>	£7,247 - £7,980
<b>Hours/weeks</b>	12 hours per week / 39 weeks per year
<b>Closing Date</b>	9am, 29 <sup>th</sup> January 2025
<b>Interview Date</b>	31 <sup>st</sup> January 2025
<b>Start Date</b>	ASAP

### Key Purpose & Anticipated Outcomes of Post

To support the overall School Improvement Plan and priorities by supporting families to engage and thrive in an academic environment. To ensure that families are best able to support their children's learning. To ensure that pupils are kept safe, and agencies are liaised with to ensure families remain safeguarded.

### Family Support Advisor

- Promote and improve parental access and engagement with schools
- Provide information and support for parents who have concerns about early signs of social, learning, emotional, health or behavioural issues with their children
- Responsible for manual and computerised information systems and data held about pupils and parents
- 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 families, school's attendance lead and Trust EWO to improve pupil attendance and reduce the number of exclusions
- Convey the views of parents in our community, in partnership with agencies supporting families
- May be required to demonstrate own duties to new starters or less experienced members of staff
- Attend Parent Consultation Evenings and Governors / staff meetings as required
- Attend multi agency meetings

- Co-ordinate and support extra-curricular/extended services for families in line with the school's improvement plan priorities and ways of engagement
- Work in partnership with colleagues across agencies to build services that develop the talents and interests of members of the community
- To organise and lead on parent/pupil inductions and school tours
- Support home visits
- Support leadership in facilitating community events and conferences

## Safeguarding

- To be part of the school's Safeguarding team, making referrals and liaising with professional regarding children's safeguarding
- To follow safeguarding policies and ensure correct action is taken to safeguard pupils by following procedure and liaising with agencies
- Coordinate and produce safeguarding related welfare and child protection reports and collate key safeguarding information
- Coordinate and lead key multi agency safeguarding meetings such as TAMs and EHATs. Assess and review the progress and impact of safeguarding intervention and family support

## Conduct

- To act in a professional and confidential manner with all school information
- 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
- 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

### **Additional Information**

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

## Person Specification

<b>Job Title</b>	Family Support Advisor
<b>Location</b>	Widewell Primary School
<b>Grade</b>	Grade D £25,992 - £28,624

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent with a minimum pass in both Maths and English GCSE or equivalent</li> <li>• Knowledge and experience of local and national safeguarding and child protection procedures</li> <li>• Awareness of, and compliance with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Sound working knowledge of Microsoft Word and Excel</li> <li>• Proficient in email</li> <li>• Understanding of educational systems and services</li> <li>• Experience of strategic communication through social media and websites</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the management structure, ethos and expectation of the school</li> </ul>
<b>Abilities &amp; Skills</b>	<ul style="list-style-type: none"> <li>• A strong understanding of IT and software packages</li> <li>• Excellent communications skills to establish contact and build relationships with parents, carers and families.</li> <li>• Ability to use initiative and prioritise work</li> <li>• Ability to write clearly and effectively</li> </ul>	
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and protecting the welfare of children</li> <li>• Excellent communication skills</li> <li>• High quality interpersonal skills</li> <li>• Ability to prioritise, manage demanding workloads and meet strict deadlines</li> <li>• Ability to work as part of a team</li> <li>• To be empathetic and act with compassion when supporting families</li> </ul>	



	<ul style="list-style-type: none"> <li>• A calm and courteous, flexible and professional approach, particularly when under pressure</li> <li>• Able to maintain confidentiality</li> <li>• To be punctual, reliable and trustworthy</li> <li>• Able to demonstrate enthusiasm, be responsive to change and retain a sense of humour</li> <li>• Willingness to learn and develop both self and others</li> <li>• Smart and professional appearance</li> <li>• Willingness to be flexible with working hours to respond to the needs of the school.</li> <li>• Able to use own initiative</li> </ul>	
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## 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.