

Pupil & Family Support Worker Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.
- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

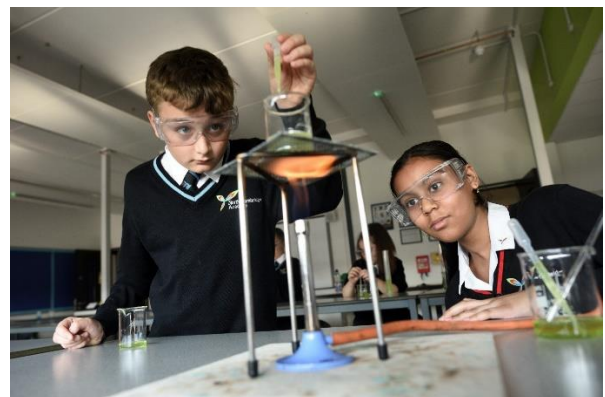
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long-term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. As a lead partner in the Cambridge and Peterborough Teaching School Hub and an ITT provider through the Cambridge Partnership we retain a strong commitment to growing and supporting staff throughout their training and career development. We

have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No trust academy has ever undergone an OFSTED inspection resulting in anything other than an improved outcome. Our academies are well-run, and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.





Trust Vision, Mission and Values

Meridian Trust Vision

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, Trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

Our vision, mission and values guide and bring together each of the Trust's academies.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:



Achievement for all

We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust



Valuing People

Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported



High Quality Learning Environment

Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage



Pursuit of Excellence

Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals



Extending the Boundaries of Learning

We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training



Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: Friday 21st April 2023 at 09:00

We reserve the right to interview and appoint prior to the closing date. The position will close as soon as an appointment is made.

Applying:

For any questions about the application process please contact:

Jenny Morton – HR Officer (tel. 01223 491656) Please email:

jmorton@meridiantrust.co.uk or
primaryvacancies@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Pupil and Family Support Officer
JD Reference:	
School/Academy:	Great Ouse Primary Academy
Weeks:	39 weeks per year (Term Time + 5 training days)
Hours of work:	30 hours per week, 4 days per week
Salary:	Grade 8, Point 19-24
Responsible to:	Headteacher

Role:	To manage, implement and review the strategy for family work within the school. To plan and deliver practical support, advice and guidance to vulnerable children and their families to reduce the level of risk they face. This includes responsibility for pupil attendance, safeguarding and pupil/family support.
Purpose of the job:	Manage, implement, and review the strategy for family work within the academy. Plan and deliver practical support, advice and guidance to vulnerable children and their families to support students' academic, therapeutic, and pastoral needs.

Responsibilities and Accountabilities:

Main responsibilities

- Work closely with the SENDCO, Headteacher, and class teachers' team to ensure the welfare of students attending the academy.
- Act as deputy designated safeguarding lead for the academy, overseeing the child protection work and cause for concern records for the whole academy.
- Co-ordinate the early help pathway provision, complete assessments and attend panels to present cases where necessary.
- Identify and address the needs of the most vulnerable students and families in order to overcome barriers to learning.
- Support families to be the best parents they can be so that they are able to support their child's learning and wellbeing.

Specific responsibilities: Welfare and Safeguarding

- Take responsibility for child protection and for those students looked after by the Local Authority in liaison with other senior DCP leaders.
- Promote Child Protection Awareness within the Academy, offering guidance on the Framework for Assessment of Need.
- Advise and provide CPD to staff within the academy and across the trust on safeguarding matters as academy, local and national needs require.



- Liaise with the Child Protection Team and Social Care where there are Child Protection concerns and initiate referrals for an Initial Assessment of Need.
- Adhere to protocols where referrals to Social Care and Health should, wherever possible, be with the knowledge and / or consent of the student and / or their parents, unless to obtain such consent would place the child at risk of significant harm.
- With colleagues, help identify factors affecting an individual students' wellbeing and behaviour within the academy and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.
- Work with vulnerable children and their families as identified by the Headteacher for inclusion and undertake assessment, including Early Help Assessments. Develop a plan that meets their needs, addresses family issues and supports them to access appropriate services to enhance the team around the family.
- Highlight the importance of sharing arrangements in relation to the referral and assessment process for vulnerable students living within their own families who may be in need.
- Support students and families who are at risk of academy exclusion because of a number of factors including poverty, poor housing, refugee status etc.
- Work alongside named teacher for LAC to support with the paperwork and meet emotional needs of the students.
- Liaise with the Virtual School to ensure Personal Education Plans are followed by LAC.
- Conduct home visits in accordance with academy procedures.
- Promote effective transitions at key points in students' lives, e.g., pre-school, Reception. Primary and Secondary.
- Attend case conferences, core group meetings, Child In Need (CIN) and Team around the Child (TAC) meetings, outside term time if required.
- Plan, monitor and evaluate any programmes offered to Students and /or families.
- Keep accurate records of information, referrals and completed work.
- Establish effective communication with staff to ensure student's needs are met and use detailed knowledge and specialist skills to support learning and progress, promote independence and develop social/emotional needs.
- Maintain appropriate resources, databases, and case files e.g., Outcome Stars, CP files and making notes at meetings.
- Maintain confidential, efficient and comprehensive CP records, providing regular reports as required.
- Help identify factors affecting an individual pupil's well-being and behaviour in school and at home and facilitate appropriate interventions with other professionals and agencies where necessary.
- Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour to promote students' self-control and independence to ensure good behaviour and respect for others are maintained.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- Support the role of parents / carers in students' learning and contribute to meetings.



Specific responsibilities: Family Engagement

- Develop home / academy links to encourage good communication between the academy and families.
- Help with parenting skills by providing parenting guidance and support either in a one to one setting or to groups. Deliver the parenting course on an annual basis.
- Provide advice on how to develop and maintain positive discipline.
- Work with the Attendance lead to look at data and prioritise case work and activities.
- Provide help to families to access information and benefits.
- Provide practical help and emotional support for families particularly at times of crisis.
- Organise meetings, drop-ins and forums at appropriate times and venues to support parents' needs.
- Support parents' attendance at appointments with outside agencies and follow up as appropriate.
- Engage families in activities which support students learning.

Support to the School/Academy/Place of work:

- Participate staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the values of Meridian Trust and work with the ethos of the academy.
- Follow academy policies, practices and procedures.
- Be aware of, and comply with, policies and procedures (safeguarding policy and procedures, health, safety and security, confidentiality and data protection) in all work undertaken.
- Accompany staff and students on visits, trips and out of school activities as required.

Attendance:

To oversee the school's attendance procedures, ensuring that official registers are accurately maintained, and attendance trends monitored. To reduce levels of unauthorised absence and reflect the policies and values of Great Ouse Primary Academy.

To work alongside the LA and Academy staff to improve attendance levels.

Accountability

1. To be the first point of contact for all attendance issues in the school.
2. To generate and interpret attendance statistics, creating data reports.
3. To monitor particular attendance issues and refer cases to SLT when required.
4. To provide regular updates to staff on student attendance with the targets and strategies for improvement.
5. To liaise with appropriate staff including Education Welfare Service.
6. To carry out post registration checks identifying vulnerable students.



General

- Maintain accurate written records of work undertaken and prepare written reports for formal meetings if required. Maintain files and records in accordance with agreed policies and guidance.
- Promote the participation and involvement of children and young people in the planning, delivery, and review of services.
- Attend regular meetings with line manager and participate in individual supervision sessions. Seek continuous professional development through attendance at relevant training.

Data Security:

- Act under legal provisions regulating confidentiality and security of data and information following GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake manual work and perform tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Keep up to date with current and new legislation and statutory guidance.
- Participate in relevant training and maintain an up-to-date working knowledge of relevant issues, disseminating this information to other pastoral and support staff as appropriate.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.



The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: October 2022



**Person Specification:
Welfare and Safeguarding Lead**

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language.	✓		A
2	Educated to Degree level or equivalent.	✓		A
3	Trained deputy DSL with relevant experience or be willing to undertake relevant training.	✓		A
4	LSCB trained deputy DSL or be willing to undertake relevant training.	✓		A
Experience		Essential	Desirable	Assessment
5	Experience of working with multi agency teams in an education setting.		✓	A/I
6	Experience of working with children across all key stages (EYFS, KS1, KS2, KS3) with evidence of having achieved successful student outcomes.	✓		A/I
7	Experience of working in a pastoral care role within a school environment.		✓	A/I
8	Experience of line managing a team.		✓	A/I
9	Experience of working within a Primary setting.	✓		A/I
10	Experience of working in LA / with LA policies and procedures.		✓	A
Knowledge and understanding		Essential	Desirable	Assessment
11	Understanding of the education system.	✓		A/I
12	A good knowledge of the SEND Code of Practice.	✓		A/I
13	Understanding of how children learn.	✓		A/I
14	Knowledge of the concept of confidentiality.	✓		I
15	Awareness of child protection issues.	✓		I
16	Experience of community outreach work.		✓	A/I
17	First aid certificate.		✓	A



Skills and abilities		Essential	Desirable	Assessment
18	Skilled at making and sustaining positive relationships with children.	✓		I
19	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners.	✓		I
20	Able to work closely with students who are finding learning difficult, or those who have experienced a feeling of failure.	✓		I
21	Ability to use language and other communication skills that parents, and students and staff members can understand and relate to.	✓		I
22	Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students.	✓		I
23	Able to work closely with the wider school community in the development of provision for vulnerable students.	✓		I
24	Excellent written and oral communication skills.	✓		I
25	Ability to contribute to team meetings and contribute ideas.	✓		I
Personal Qualities		Essential	Desirable	Assessment
27	Willingness to undergo further training and development.	✓		I
28	Positive and enthusiastic approach towards work.	✓		I
29	Ability to act on own initiative.	✓		I
30	Kindness and empathy towards students and colleagues.	✓		I
31	Ability to work as part of a team effectively.			I
Child Protection		Essential	Desirable	Assessment





32	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
33	Flexibility of working hours.	✓		A/I



About Great Ouse Primary Academy.

Great Ouse Primary Academy is a school that thinks and dreams big for its pupils. Expectations are high for all who make up the Great Ouse Primary Academy community and these standards reflect the wonderful physical environment we have developed to enable children to flourish within and beyond the school walls.

The staff at Great Ouse Primary Academy are committed to developing learners who are resilient, learners who are focused and learners who are aspirational in their goals; learners well prepared to be successful citizens of the 21st century.

Great Ouse Primary Academy opened as a brand-new primary academy in September 2017 and is a proud member of Meridian Trust. The school is a named feeder school for Lincroft Academy and Sharnbrook Academy. The school is a bright, modern, and inspiring learning environment with up-to-date technology and vibrant teaching and learning spaces for our pupils and staff.

We believe that the school absolutely belongs to our community of children, staff, parents, and carers. We urge you to actively support and be involved in the school. It is a wonderful opportunity for everyone to be part of something special.

To find out more information about Great Ouse Primary Academy, please see our website: –

[Home - Great Ouse](#)

