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senior family support worker

Grade/salary: Grade 7 Points 15-22

£25,878 - £29,439

CONTRACT: 37 hours per week

Start date: as soon as possible

Candidate Information Pack

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Ver: December 2022

**What’s included within this pack?**

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

* Welcome
* About us
* Job advertisement
* Job description and person specification
* Safeguarding and checks
* Application process and timeline

**Welcome from Esteem Multi-Academy Trust**

Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). This Senior Family Support Worker position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

We are eager to appoint an enthusiastic Senior Family Support Worker who would be excited to be part of a secondary Special Educational Needs setting, with a commitment to improving the lives and opportunities of children and young people.

If you think you’ve got what we’re looking for, we look forward to receiving your application for consideration.

For further information, please contact Kath Linstead, School Business Manager, on 01283 904550 or via email to officehigh@fountains.staffs.sch.uk.

I wish you well in your application.

Yours faithfully

![A drawing of a face

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Julian Scholefield

Chief Executive Officer

**About Esteem Multi-Academy Trust**

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City and East Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown to include 7 special schools, 3 support centres (PRUs) and a primary school. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students’ vulnerabilities. So, ‘joined-up thinking’, between our academies and different agencies, is essential to deliver the right support for our students.

The MAT’s main aims are to:

* Work collaboratively and strategically to secure high-quality education for all young people in our academies;
* Deliver a skills-based curriculum that is tailored to individual needs and the specific requirements of students attending our academies;
* Create economies of scale through commissioning services and purchasing resources;
* Share expertise, best practice and resources to ensure high standards and value for money;
* Exploit fully opportunities for collaborative, continual professional development.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully ‘joined-up’ way.

**Welcome from the Headteacher**

Dear applicant

Thank you for your interest in the post of Senior Family Support Worker at the Fountains High School. It is with great pride that I welcome you to our schools. There is something very special about Fountains High School and South Derbyshire Support Centre and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to learn and prepare for adulthood.

We are proud to provide an environment that enables all students to have the knowledge, skills and aptitude that provide the capacity to make informed choices, create opportunities and be responsive to changes. We ensure students develop and increase their self-belief, self-awareness and the ability to build strong lasting relationships. We provide students with the appropriate amount of challenge to support them to be able to interpret, interact and be included in the world. They are always encouraged to seek out opportunities for kindness and happiness for others and themselves. Our students become resilient in the face of adversity, willing to accept the challenge and persist in all endeavours they encounter, fostering, exhibiting and conveying GRIT.

Take some time to have a look around our website or better still, arrange a visit to see us in person. More information can also be found on our Facebook, Twitter and Instagram accounts.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience and strength of character required to fulfil this role. The closing date for applications is 26 January 2023 at midday.

Interviews will be held on 02 February 2023. I look forward to meeting you.

Kind regards



**Mr Gareth Allen**

**Executive Headteacher**

**Fountains High School**

**About Fountains High School**

Fountains High School (FHS) is a generic special school within the Esteem Multi Academy Trust situated in Stretton, Burton Upon Trent. Staffordshire County Council (SCC) currently commission 190 places for pupils aged 11-19, with Education, Health and Care (EHC) plans. Pupil numbers have grown substantially, from 126 places in 2011-12, due to high demand for places. Fountains High School is presently oversubscribed with over 200 pupils on roll including 55 Post-16 students based at Burton and South Derbyshire College (BSDC) campus. Approximately one third of our students have a primary need of Autistic Spectrum Disorder, a further third with moderate learning difficulties and a quarter with severe learning difficulties. The remaining students have profound and multiple disabilities, and in addition to their learning difficulties, some have speech, language and communication needs, physical disabilities and visual impairments.

All of our students have unique needs, personalities and potentials and so it is only right that we provide our students with a personalised curriculum that allows them all the possibilities of progressing and success.

Most students follow either ‘ACCESS to the World’ Curriculum or ‘SHINE in the World’ Curriculum that prepares them for the next stage of their life. These curricula form the basis of a student’s timetable and allow all students to always achieve their potential.

**The advertisement**

**Job title:** Senior Family Support Worker

**Location:** Fountains High School

**Grade/Scale:** Grade 7 (Points 15-22) £25,878 - £29,439

**Contract:** 37 hours per week, all year round

**Start date:** As soon as possible

We are seeking to recruit enthusiastic Senior Family Support Worker who can work with children, their families and carers to promote stability, enabling children to stay safe.

The ideal candidate should have experience of working with children with Special Educational Needs, though this is not essential.

Benefits include: Local Government Pension Scheme, Westfield Heath wellbeing service.

For further information, please contact Kath Linstead, School Business Manager on 01283 904550, via email to [officehigh@fountains.staffs.sch.uk](mailto:officehigh@fountains.staffs.sch.uk) orvisit www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs will not be accepted.

**Closing date for applications: 26 January 2023 (12:00pm)**

**Interview date: 02 February 2023**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

**Job description and person specification**

**Job Description: Senior Family Support Worker**

|  |  |  |
| --- | --- | --- |
| **Post Title:** |  | Senior Family Support Worker |
|  |  |  |
| **Location:** |  | Fountains High School |
|  |  |  |
| **Purpose:** |  | * To support children and their families by both working directly with children and their families and by coordinating the work of other professionals to offer support. |
|  |  |  |
| **Reporting to:** |  | Senior Leadership Team/ DSL |
|  |  |  |
| **Responsible for:** |  | * Supporting the DSL and wider senior leadership team in the leadership of the Academy – including leading the family liaison, student support and well being and Family Support Team functions. * Working with the DSL and Headteacher to provide a high-quality Student and Family Support. * Undertake, organise and deliver interventions including HOPE and Thrive sessions. * Organise parental and family events to engage them in the school community. * Participation in Children in Need and Child Protection meetings during the school holidays, where needed. * Organise, manage and maintain the school house system, together with the school council. * To provide students’ families, collaborating with parents, guardians, and other caregivers to advance positive outcomes for kids. * To develop and maintain positive relationships with children, their families, and caregivers. |
|  |  |  |
| **Liaising with:** |  | Senior Leadership Team |
|  |  |  |
| **Working Time:** |  | 37 hours per week |
|  |  |  |
| **Salary/Grade:** |  | Grade 7 (Points 15-22) £25,878 - £29,439 |
|  |  |  |
| **Disclosure level** |  | Enhanced |
| **PRINCIPLE RESPONSIBILITIES** | | |
| **To Achieve the Above** |  | **Support to Pupils**  • To work with children, their families and carers to promote stability enabling children to stay safe.  • To work with children, their families and carers to maintain positive relationships.  • To safeguard and promote individual young people’s welfare and rights, providing good quality services which are free from oppressive features.  • To undertake flexible and imaginative approaches in offering support to children, their families and carers.  • To work with children, their families and carers to promote good outcomes for children.  • To provide services to children and families, which may involve working school holidays and evenings on an occasional basis.  • To take case responsibility for cases in a school setting where there is not a requirement that this is held by a social worker.  • To undertake the completion of relevant assessments under the specific direction of a social worker/senior practitioner/team co-ordinator or team manager.  • To participate in planning meetings and reviews and all other relevant meetings.  • If required, on occasion give evidence in both civil and criminal Court proceedings.  • To take responsibility for the accurate recording all of the work undertaken on the electronic case file as required.  • To participate in team meetings, supervision sessions and training where appropriate.  • To work as a member of a team and communicate effectively with colleagues.  • To use IT resources as required.  • To actively contribute to the ongoing development of the school.  **Support to School** (this list is not exhaustive and should reflect the ethos of the school)  • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.  • Be aware of, support and ensure equal opportunities for all.  • Contribute to the overall ethos/work/aims of the school.  • Appreciate and support the role of other professionals.  • Attend and participate in relevant meetings as required.  • Participate in training and other learning activities and performance development as required.  • Assist with pupil needs as appropriate during the working hours. |
| **Other Generic Responsibilities**: | | |
| * Represent and promote the ethos and values of Esteem Multi-Academy Trust * To take and be accountable for all decisions made within the parameters of the job description * Participate with performance management and training and activities that contribute to personal and professional development. * Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities * Provide a high standard of customer service in all dealings internal and external to the MAT * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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 * The MAT 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 | | |
| This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title. | | |

**Person Specification: Senior Family Support Worker**

**Esteem Multi-Academy Trust**

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| **QUALIFICATIONS AND EXPERIENCE** |
| * 2 years’ experience of doing direct work with children, their families and carers in a statutory (e.g. education, health or social care) or voluntary agency which provides services to vulnerable children and their families. * Minimum standard of NVQ 3 in respect of working with children and their families or equivalent. * Good IT skills |
| **KNOWLEDGE AND ABILITIES** |
| * Ability to effectively communicate with children, their families and carers and their families. * Ability to maintain positive relationships with service users and other professionals. * Ability to effect change in difficult circumstances. * Ability to work as part of a team. * Ability to undertake assessments. * Ability to work effectively in conflict situations. * Ability to write accurate records and reports. * Ability to manage time effectively. * Ability to learn from experience and training changing own practice where relevant. * Ability to work within a complex legislative framework. * Ability to work creatively to resolve difficulties. |
| **BEHAVIOURAL ATTRIBUTES** |
| * Builds personal relationships with stakeholders, through regular contact and consultation. * Coaches and empowers team members to take responsibility for ensuring customer care. * Understands the schools development plan and how it relates to team and individual objectives. * Accepts, supports and quickly implements change. * Identifies and promotes best practice and encourage the sharing of ideas. * Proactively seek opportunities to increase job knowledge and understanding. * Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. * Works with others to resolve differences of opinion and resolve conflict. * Requires minimum supervision. * Takes responsibility for own and team actions. * Identifies and overcomes barriers and manage risks. * Takes quick and effective action. * Demonstrates focused implementation of role and responsibilities. * Builds strong team ethos where everyone feels valued. * Provides timely, sensitive and honest feedback on performance. * Is accountable for own development and encourages the ownership of development needs amongst team members. |

**Safeguarding and checks**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust’s Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student’s welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE ‘Keeping Children Safe in Education   
September 2022’ guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant’s health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered “not applicable”, where appropriate, if your work has not brought you in to contact with children or young people.

**Application process and timeline**

Application forms are available on our website at [www.fountains-high.staffs.sch.uk](http://www.fountains-high.staffs.sch.uk), [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam) or you can email [officehigh@fountains.staffs.sch.uk](mailto:officehigh@fountains.staffs.sch.uk) to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

* Documentary evidence for your right to work in the UK
* Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address i.e. utility bill, financial statement etc.
* Where appropriate, documentation evidencing a name change
* Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: 26 January 2023 (12:00pm)**

**Interview date: 02 February 2023**

Completed application forms can be returned electronically to the HR team via email to [officehigh@fountains.staffs.sch.uk](mailto:officehigh@fountains.staffs.sch.uk)

If you wish to submit your application form by post, please return it to the following address:

**Private & Confidential: Kath Linstead, Fountains High School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB**