



Early Help Officer

Grade 8 – SCP 19 – FTE Salary £24,799

Actual Salary - £22,080

37 Hours per week – Term time only + 10 days

An exciting opportunity to work across our 2 to 16 campus, with students from Beaumont Primary Academy and Moor End Academy. We are committed to ensuring effective early help is in place so that pupils and their families are well supported in order that the children have the best possible learning opportunities

Closing date:	Monday 17 th June 2019 at 9am
Interview date:	Monday 24 th June 2019
Campus visit dates:	Wednesday 12 th June at 4pm

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Important Safeguarding notice

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



Beaumont Primary Academy

Background and Vision

“Adventures in Learning”

Beaumont Primary Academy opened in September 2016. It is situated in the grounds of Moor End Academy in Crosland Moor and near to Beaumont Park. In September 2018, we moved into our purpose built academy. As part of South Pennine Academies, Beaumont Primary Academy is well supported by a successful Trust team led by the CEO, Jane Acklam OBE.

At Beaumont a highly skilled and experienced team of staff are all committed to providing a high quality education for our students. Our expectations are high and we work relentlessly to realise them. Our belief is that all children whatever their background and starting points, can achieve highly.

We know that children only get one chance at their education and we have a duty to ensure that at the end of each stage of their education, children are ready and prepared for moving on to the next stage. Alongside the strong focus on progress and attainment, a planned programme of opportunities is in place which enriches experiences, allowing students to develop their interests, social skills and embrace the community around them, in many areas of learning.

We want our children to be truly involved and excited by their education and as such we provide active, engaging and interactive learning experiences, both onsite and beyond as a classroom and this is an essential part of the role. The classroom environment is a fundamental part of the learning experience where children have a sense of ownership and are able to develop as purposeful, focussed and independent learners with a strong voice.

We have well established relationships with our families and the local community. We hold regular family learning afternoons and morning reading sessions, where

parents are involved in their child's learning journey. Our families engage well with a range of positive early help strategies and this will be the focus of the role.

Our commitment to our community is uncompromising.

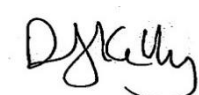
Beaumont Primary Academy serves a vibrant academy community from diverse backgrounds. We want students to be proud of themselves and who they are, whilst having the highest standards of respect and understanding for each other. We are a very happy and vibrant school.

Beaumont Primary Academy has the advantage of sharing a site with Moor End Academy, Woodside Pre-School and Huddersfield Horizon SCITT, allowing for close partnerships across the campus.

Find out more on our website www.beaumontprimary.org.uk or on our Twitter account @BeaumontPAC

Visits to the academy will be welcomed and thank you for your interest in this position.

Yours sincerely,



**Miss Debbie Kelly,
Principal**



Moor End is a converter academy that opened on 17th August 2011. We converted as an outstanding school. Prior to this we were a community school. Our CEO, Jane Acklam is a National Leader of Education. Under these designations we play a leading role in the training and professional development of teachers and contribute towards the raising of standards across the school system through school to school support. Moor End is an award winning academy and has continued to be recognised by Ofsted as 'outstanding'.

At Moor End we have the secondary resourced provision for students within Kirklees with visual impairment, with a capacity for 12 fixed-term places and 2 transitional places. Students within the provision attend mainstream lessons and are fully integrated in to academy life. In addition to these places, the team also supports over 80 students, across secondary schools in Kirklees, in an outreach capacity. The team consists of highly skilled teachers, technicians and educational teaching assistants who support the students' access to the curriculum. Students in the provision also access a personalised additional curriculum, which supports their independence, including - amongst others - mobility, braille and touch-typing.

We have a number of experienced and skilled educational teaching assistants who support students and classes that require enhanced input to access the curriculum. English and maths have their own dedicated teaching assistant whilst the other teaching assistants are managed, supported, trained and allocated through the special educational needs department.

We are an 11-16 mixed comprehensive academy with 1000 students on roll. In 2015, Woodside Pre School opened in the grounds of Moor End Academy. Woodside Pre School serves 2-4 year olds and has a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted, with the inspection report stating 'Children of all abilities make good progress from their different starting points. They are eager to take part and are well prepared for the next steps in their learning.'

The academy draws the majority of its admissions from the local area. We are held in high regard locally and regionally. The academy's mission is for all young people at Moor End to ensure we can confidently say, "We gave every student his or her GCSE passport to success." We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and become the leaders of tomorrow.

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Beaumont Primary Academy opened its doors for the first time in September 2016 and the staff and students moved into their fantastic new building which is on our Dryclough site on September 2018. For more information please see www.beaumontprimary.org.uk.

We serve a highly deprived area of Huddersfield. Over 70% of our students come from ethnic minority backgrounds and we usually have around 10% of our cohort who are either new arrivals to the country, asylum seekers/refugees or other foreign nationals. 49.4% of our students have a first language that is not English. 38% of our students start education at Moor End Academy as lower attaining students, yet when they leave us, over two thirds make better than national average progress. The majority of our learners stay in education post 16 at the further education colleges within Huddersfield.

'A word from the Principal'



Dear Applicant,

Firstly, thank you for your interest in working at Moor End Academy. If you are impressed by our work, understand our vision and want to be a part of our journey to world class, then we are keen to hear from you.

Moor End are partners in the highly regarded South Pennine Academies family, and we firmly believe in educating young people to be successful through strong leadership, high performing staff and through engaging communities. Our vision is to become a world class centre of educational excellence; an academy that provides the very best learning experiences as well as fostering a culture of aspiration, so that every student makes good progress and reaches their full potential regardless of their starting points. We passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and become the leaders of tomorrow.

To me, it's essential that all members of our school community put in the time and energy to bring the ethos to life. It's important to me that everyone who steps through our doors: staff, students and parents-are excited to be here! This attitude enables us to meet our goal of becoming a world class center of educational excellence in a positive, fun, and nurturing environment.

We want to expand our family of committed and skilled people, who will impact positively on the futures of our next generation. If you wish to discuss any of the opportunities we have on offer, please contact us at szashraf@edu.moorend.org or call 01484 222230.

Please enjoy reading further, and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rafiq', written in a cursive style.

**Mr Kash Rafiq,
Principal**



South Pennine Academies

Sponsorship

South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local academies.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all academies in the Trust including Beaumont Primary Academy.

The key to the Academies success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

At Beaumont, we are proud to be part of the SPA team. Staff have fantastic opportunities to work with colleagues across the Trust and build upon good networks to support professional development.

The Vision:

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on academy improvement with inclusion and diversity at the core.



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Early Help Officer** you should;

- Follow the link to complete the electronic application form from the academy website at www.beaumontprimary.org.uk. Please **do not** complete a Kirklees Application form as they cannot be accepted. If you require a handwritten form to complete, please contact the academy office on 01484 503111.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Please ensure that your personal statement is no more than 2 A4 sides.
- Submit your application as soon as possible via email to office@beaumontprimary.org.uk, hand deliver to the academy office or post back to:

**Beaumont Primary Academy, Moor End Academy Campus,
Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA.**

Time table for the selection process

- Closing date for applications: **Monday 17th June 2019 at 9am**
- Interviews will be held: **Monday 24th June 2019**

Successful applicants will be required to undertake a Criminal Record Check via the DBS.

Beaumont Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

JOB TITLE: Early Help Officer	
SCHOOL: Beaumont Primary Academy and Moor End Academy	
Grade: 8	HOURS: 37 hours p/w TT0 + 10 days

JOB PURPOSE:

To work under the guidance of the DSL and Head of School to implement safeguarding and child protection policies, procedures and guidance. To address child protection concerns including the co-ordination of referrals, dealing with cases and external agencies, attending meetings, writing safeguarding reports and referrals.

Addressing issues surrounding pupil attendance and punctuality management including parental meetings, writing reports and presenting data to ensure both schools achieve excellent attendance.

Work with families to promote parental engagement and organise parent/family support classes and initiatives as agreed with the Executive Principal.

FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST.

KEY TASKS

Safeguarding

1. Implementing child protection policy and procedures.
2. Responding appropriately to disclosures or concerns relating to the wellbeing of children.
3. Maintaining accurate, confidential and up-to-date documentation on all cases.
4. Liaising with school staff in initiating multi-agency referrals for pupils.
5. Receiving and coordinating referrals, arranging action and reviewing services for children and families with guidance from the DSL.
6. Liaise with the DSL regarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
7. Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies in consultation with the Designated Safeguarding Lead(s) / Principal(s).

8. Liaise directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm.
9. Liaise with local and feeder schools to ensure smooth transition for children who are currently working with multi-agencies.
10. Encourage a culture of listening to children and young people taking in to account their wishes and feelings so that measures may be put in place to protect them.
11. Respond appropriately to disclosures or concerns which relate to the well-being of a child.
12. Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection.
13. Co-ordinate referrals to multi-agencies and where appropriate act as the lead in professionals meetings.
14. Ensure that students who are victims of abuse are supported appropriately and sensitively, planning and intervention meetings are successfully carried out and monitored being alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
15. Ensure that the child protection policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the Academy's role.
16. Maintain confidentiality at all times and be aware of data protection and the sharing of information.
17. Work with staff to maintain a confidential database of safeguarding referrals.
18. Adhere to the School's policies as outline in the staff handbook.
19. Produce reports as agreed with the DSL.
20. Take a pro-active role in the development of the Community Hub and liaise with all relevant personnel.

Attendance

21. Be the main contact for all attendance issues and chase up reasons for absence on a daily basis, including making home visits.
22. Ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked and to communicate to them their legal responsibility to ensure their children's regular and punctual attendance.
23. Meet with the responsible Principal / DSL on a regular basis to review pupils' attendance and punctuality and progress towards whole school and year group targets
24. Produce attendance and punctuality reports as required.
25. Work with the appropriate agencies to support the statutory duty of legal action when all attempts have failed.
26. Keep accurate, up to date records of all casework.
27. Produce accurate, statistical data showing trends for different groups of pupils including those eligible for Free School Meals etc....

Family Liaison

28. Undertake structured and agreed learning activities and programmes to support parents and families on a variety of subjects.
29. Establish constructive relationships with parents and carers, promoting the school's home/school policy and other school initiatives.
30. Actively promote parental engagement in school life.
31. Take a pro-active approach to securing funding to support early help strategies.

Other Tasks

1. Maintain manual and computerised records/ management information systems.
2. Undertake typing, word processing and other ICT based tasks.
3. Take notes at meetings when required.
4. Undertake administrative procedures and duties if needed.
5. Maintain and collate pupil reports.
6. Undertake similar duties commensurate with the level of the post as required by the Executive Principal and Head of School.

CONTACTS:

1. Parents/relatives/carers
2. External agencies including Social Care, Educational Psychologists and other education or health care professionals
3. Senior Leadership Team/Teaching and support staff
4. Community Hub personnel

EXPERIENCE, EDUCATION, SPECIAL QUALIFICATIONS & TRAINING REQUIREMENTS:

See attached Person Specification.

Safeguarding and Family Liaison Officer

Person Specification

Key: A = Application I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
1. Qualification and Training:			
1.1 Relevant Level 3 qualification or above in this area and relevant experience with a proven track record.	A, I & R		<input type="checkbox"/>
1.2 Recent relevant training in a safeguarding environment and willingness to undertake training in Level 3 Safeguarding.	A & I	<input type="checkbox"/>	
1.3 A continued commitment to own professional development.	I	<input type="checkbox"/>	
1.4 Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children.	A & I	<input type="checkbox"/>	
1.5 Significant experience with a proven track record in this field of work	A & I	<input type="checkbox"/>	
1.6 GCSE Maths and English – Grade C or above	A & I	<input type="checkbox"/>	
1.7 Ability to co-ordinate early help referrals and lead on early help meetings, including TAFS			
2. General Experience and knowledge			
2.1 Knowledge of current legislation, guidance and developments relating to the subject area.	A & I	<input type="checkbox"/>	
2.2 Experience in the area of safeguarding children.	A & I	<input type="checkbox"/>	
2.3 A good understanding of the work of safeguarding boards and associated legislation and statutory guidance to be able to work confidently in a multi-agency setting.	A & R	<input type="checkbox"/>	
2.4 Experience in communicating to a range of audiences and providing learning activities and programmes.	A, I & R	<input type="checkbox"/>	
2.5 Experience in school management systems including CPOMS, SIMS and/or RMIntegris.	A, I		<input type="checkbox"/>
2.6 Full driving licence and means to travel.	A, I	<input type="checkbox"/>	

3. Personal Style and Behaviour			
3.1 Tact and diplomacy in all interpersonal relationships with parents, outside agencies, other schools, pupils and colleagues at work.	A & I	<input type="checkbox"/>	
3.2 Ability to communicate effectively.	A & I	<input type="checkbox"/>	
3.3 Have high expectation of oneself and others.	A & I	<input type="checkbox"/>	
3.4 Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	A & I	<input type="checkbox"/>	
3.5 The flexibility to adapt to changing workload demands and new school challenges.	A	<input type="checkbox"/>	
3.6 The ability to work well under pressure and in more than one setting	A & I	<input type="checkbox"/>	
4. Values			
4.1 A genuine passion and a belief in the safekeeping of every pupil across the campus.	A & I	<input type="checkbox"/>	
4.2 Motivation to continually improve standards and achieve excellence.	A & I	<input type="checkbox"/>	
4.3 Commitment to equality of opportunity and the safeguarding and welfare of all pupils	A & I	<input type="checkbox"/>	
5. Other			
5.1 Willingness to travel between schools in the Trust	A	<input type="checkbox"/>	
5.2 Willingness to work in schools across the Trust	A	<input type="checkbox"/>	
5.3 Willingness to attend training and CPD opportunities	A	<input type="checkbox"/>	
5.4 Be willing to consent to, and apply for, an enhanced disclosure to a DBS Check, Self-Declaration and references.	A	<input type="checkbox"/>	

This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of South Pennine Multi Academies Trust