



LEARNING
ACADEMIES TRUST

**CHILDREN AND FAMILY
SUPPORT WORKER
RECRUITMENT PACK**
MOUNT WISE COMMUNITY PRIMARY

BELIEVE YOU CAN, TOGETHER WE WILL

 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

A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

A message from our CEO...

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.

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

Mrs Ciara Moran

About Mount Wise Community Primary School

Headteacher: Mrs Annmarie Allchurch

Location: James Street, Devonport, Plymouth PL1 4LA

Approximate number of students: 250

Approximate number of staff: 40



Message from the Headteacher

We are delighted to introduce you to our outstanding school community. Mount Wise is a school that serves a broad demographic made up of a blend of cultures. With 289 pupils on roll, who speak over 8 different languages, the school is in an interesting area of Plymouth, steeped in local history. Its location is unique. It is sandwiched between a plethora of regenerated housing, but also the calming and serene vista of Plymouth Sound. Staff at Mount Wise are hugely committed to supporting children to achieve their best possible outcome, to help them succeed in life. As a member of the Learning Academies Trust, staff work in collaboration with colleagues from across the Trust on areas such as curriculum development, continued professional development, pupil premium, including research and safeguarding. We look forward to meeting new practitioners who can take us even deeper into this work. We welcome your application. Together we can...

Annmarie Allchurch, Headteacher

Job Description

Job Title	Children and Family Support Worker
Location	Mount Wise Community Primary School
Responsible to	Headteacher
Salary FTE	£26,824 - £29,540
Actual Salary	£23,058 - £25,393
Status	Permanent
Hours/weeks	37 hours/ week, 39 weeks a year
Closing date	4 th September 2026
Proposed Interview date	Tbc
Proposed start date	Asap

Key Purpose & Anticipated Outcomes of Post

To support the overall Raising Achievement Plan and school priorities by supporting parents and children to engage and thrive in an academic environment. To ensure that pupils are kept safe and agencies are liaised with to ensure families remain safeguarded. To ensure that families are best able to support their children's learning and that children are equipped with the tools to succeed in their education. The job involves working 5 days a week during term time and some flexible hours (negotiated with the Headteacher) during the school holidays.

Safeguarding:

- Work alongside the Designated Safeguarding Lead, as a Deputy Designated Safeguarding Lead, to ensure pupil safeguarding needs are being met.
- Lead multi agency meetings such as EHATs on behalf of the school.
- Assess, review and report on the impact of safeguarding intervention and family support.
- To follow Mount Wise Community Primary School's safeguarding policies and ensure correct action is taken to safeguard pupils by following procedures and liaising with agencies.
- Produce safeguarding related welfare and child protection reports and collate key safeguarding information.
- Check in with families who may have had historical causes for concern to ensure that there are no current concerns.
- Ensure all matters of safeguarding concern are shared with the school Safeguarding Team on a daily basis and attend weekly safeguarding team meetings.

Family support:

- Promote and further develop parental engagements with the school
- Establish positive relationships with children and their families
- Work proactively with parents to improve pupil attendance / punctuality
- Liaise with the school administration team regarding pupils' attendance and follow up with parents any potential matters of concern that are raised
- Support with home visits where requested to do so
- Provide advice and guidance to families
- Work with families to develop parenting skills and promote children's wellbeing, emotional and social development
- Maintain appropriate and confidential records, using school IT systems effectively
- Work with individual children or small groups for the purpose of nurture work
- Provide challenge and support for parents as appropriate
- Support families with referrals to other agencies or completion of documentation as required
- Utilise all forms of communication to engage and interact with families e.g. phone calls, emails
- Attend parent consultation evenings and governor / staff meetings as required
- Support leadership in facilitating community events
- Run sessions such as Jigsaw Families with parent groups

Children support:

- React to the needs of the children on any given day in supporting them with engaging in learning and attendance at school.
- Lead, run and coordinate groups such as ELSA in collaboration with the school SENDCo.
- Lead, run and coordinate Keyworker groups in collaboration with the school SENDCo.
- Organise events to support children of Service families.
- Feedback to class teachers and other key staff where applicable.
- Support with the transition of children into school whereby they may struggle with separation from their parents.
- Lead and run intervention groups where required.
- Support children during unstructured times (break/lunch) where appropriate to do so.
- Be on hand to react to the requests of the children for adult support.
- Ensure that accurate record keeping takes place when children share information with you. This must be shared with the appropriate colleagues where applicable.

Conduct

- To act in a professional and confidential manner with all school information.
- To work in effective partnership with the schools Safeguarding Leader.
- 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.

Safer Recruitment

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.
- The post holder will be required to undertake a DBS Enhanced Disclosure. Further information about Disclosure & Barring is available from www.homeoffice.gov.uk/dbs

Other Duties

- Responsible for manual and computerised information systems and data held about pupils and parents.
- To undertake additional duties as required, commensurate with the level of the job.
- 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.
- 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.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. Degree/Qualifications
- Satisfactory completion of a Fit for Role Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Person Specification

Job Title	Children and Families Support Worker
Location	Mount Wise Community Primary School
Grade	Grade D

Area	Job Requirements		Evidence
Qualifications and Professional Development	• Educated to GCSE level or equivalent with a minimum pass in both Maths and English GCSE or equivalent	Essential	A,C
	• Knowledge and experience of local and national safeguarding and child protection procedures	Essential	A,C
	• Awareness of, and compliance with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	Desirable	A,C
	• First Aid Qualification	Desirable	A,C

Experience and Knowledge	• Sound working knowledge of Microsoft Word and Excel • Proficient in email • Understanding of educational systems and services • Knowledge of the management Structure, ethos and expectation of the school	Essential Essential Essential Desirable	A,I A,I I A,I
Abilities & Skills	• A strong understanding of IT and software packages • Excellent communications skills to establish contact and build relationships with parents, carers and families. • Ability to use initiative and prioritise work • Ability to write clearly and effectively	All essential criteria	A,I,R
Personal Attributes	• Commitment to safeguarding and protecting the welfare of children • Excellent communication skills • High quality interpersonal skills • Ability to prioritise, manage demanding workloads and meet strict deadlines • Ability to work as part of a team • A calm and courteous, flexible and professional approach, particularly when under pressure • Able to maintain confidentiality • To be punctual, reliable and trustworthy • Able to demonstrate enthusiasm, be responsive to change and retain a sense of humour • Willingness to learn and develop both self and others • Smart and professional appearance • Willingness to be flexible with working hours to respond to the needs of the school. • Able to use own initiative	All essential criteria	I,R

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.