



# Castle EAST School

## Recruitment Pack Family Welfare Officer


Employment Status	Part-time
Employment Location	Castle EAST School, Suffolk
Application Closing Date	Wednesday 1 July at 9am
Interview Date	Tuesday 7 July

## Aspire and Achieve

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 @CastleEast1

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# ABOUT CASTLE EAST SCHOOL



Nicky Coman Head of School

Castle EAST School is a specialist provision for pupils with social communication and interaction needs and autism from Year 5 to Year 11 in Bungay, Suffolk. We opened our doors to our pupils in September 2021 and we continue to grow across our provision.

Our school educates and supports children and young people to develop a range of skills and qualities with support from a team of staff who are hugely ambitious for pupils to achieve both their academic and social goals. This age range means that ultimately the school provides a curriculum covering three Key Stages.

We recognise the importance of being able to ensure that our pupils make the academic progress they are capable of achieving and are aspirational in our approach.

We also recognise the importance of working alongside our pupils to help them grow their social skills so that when they leave our school to take their next steps, they are able to continue to grow and use their skills of resilience and independence to achieve the future that they deserve.

The addition of a school that will meet the needs of learners that have diverse communication and interaction needs is of particular importance to EAST. Not only is this specialised school the first addition to the EAST family, beyond the three high schools that collaboratively worked together to establish EAST, but it is also the living fulfilment of our ethos to provide all children in our local area with the opportunity to easily access excellent educational opportunities.





## FAMILY WELFARE OFFICER

Castle EAST School are seeking to appoint a Family Welfare Officer who will work across the school in all key stages to be part of our special school for pupils with Communication and Interaction (C&I) needs, to start in September. This is a unique and extremely exciting opportunity to play a role in creating a truly outstanding provision where pupils with specific needs genuinely excel. As a specialist provision we are looking for support staff who are committed to meeting the complex and holistic needs of young people with C&I needs so that they can reach their full academic and personal potential at Castle EAST.

This is a truly unique environment which will provide excellent development for staff whilst working in partnership with parents, colleagues and other professionals to achieve the best possible outcomes for pupils. All of our staff work tirelessly and meticulously to promote and safeguard the welfare of children and young people within the school.

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. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school 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 following consultation with you, may be changed by SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# JOB DESCRIPTION

## REPORTS TO:

*Head of School*

## JOB LOCATION:

*Castle EAST School, Hillside Road East,  
Bungay*



# JOB DESCRIPTION

## Main Purpose of the Role

You will support high pupil outcomes through assisting the Designated Safeguarding Lead (DSL) and Head of School in taking the lead on safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).

You will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

You will work in partnership with parents and carers, the wider welfare team and multi agencies through joint planning, training and monitoring of arrangements for the safeguarding and wellbeing of children and advise and support other members of staff on child welfare and child protection matters.

## Key Responsibilities and Duties

- To liaise with the Designated Safeguarding Lead and the Head of School in relation to all aspects of safeguarding
- To act as a source of support, advice and expertise within the school
- To make referrals such as MARF, when necessary, by liaising with the DSL and then with relevant agencies
- To assist in the arrangements for those moving schools, or other settings, ensuring that this is managed in an appropriate and child-centred way
- To attend relevant meetings, strategy groups and case conferences
- To maintain accurate, up-to-date, confidential documentation
- To liaise with the Head of School to monitor and coordinate appropriate training for all staff
- To liaise with the Safeguarding member of the Local Governing Body
- To build good working relationships and liaise with relevant staff and other agencies
- To network with other welfare practitioners and share best practice
- To coordinate early help and intervention
- To signpost parents and carers to relevant support agencies
- To work in accordance with current legislation and regulations, in particular those associated with child protection and pupil safeguarding
- To work with the pastoral and leadership team to monitor and support vulnerable pupils
- To work in accordance with the school's ethos and values
- To comply with all school policies and procedures



## OUR CULTURE AND ETHOS

At Castle EAST School our GROW Ethos underpins our approach to everything we say and everything we do.

**GUIDE AND LISTEN:** PROMOTE A LEARNING ORGANISATION WITH EXCELLENT AND ASPIRATIONAL LEARNING FOR ALL

**RAISE THE ROOF OF RESILIENCE:** NURTURE OUR COMMUNITY AND CULTURE THROUGH EFFECTIVE CARE, SUPPORT AND GUIDANCE

**OPENLY CELEBRATE ACHIEVEMENT:** PROMOTING SUCCESSFUL INDIVIDUALS, SCHOOL AND COMMUNITY

**WORK TOGETHER:** ENHANCE AND RECOGNISE THE ROLE THAT LEADERSHIP PLAYS FOR ALL MEMBERS OF OUR COMMUNITY

At Castle EAST School we believe in the concept of lifelong learning and that learning should be an engaging, rewarding and enjoyable experience for everyone; it should be purposeful. Through our teaching, we equip pupils with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives.

Through our teaching pupils are encouraged to:

- Listen to each other
- Try new things
- Volunteer thoughts and opinions
- Respect the thoughts, ideas and contributions of others
- Work hard.

To encourage all pupils to contribute to lessons, teachers:

- Recognise engagement and participation
- Use a range of techniques to support pupils' sensory needs
- Adapt teaching to meet the needs of all pupils
- Allow sufficient thinking time between questions to allow pupils to consider their responses
- Plan time in their lessons for pupils to discuss their learning, ask and answer questions promoting pupil talk.
- Have positive regard for every child and demonstrate this through a nurturing approach.

We believe that appropriate teaching and learning experiences help pupils to lead happy and rewarding lives. All pupils at Castle EAST School have a communication and interaction difficulty, so we believe that innovative and creative teaching is essential to enable pupils to achieve their potential from individual starting points.

**G** Guide and listen

**R** Raise the roof of resilience

**O** Openly celebrate achievement

**W** Work together

Castle EAST School  
Aspire and Achieve

# EAST Vision

## Who are EAST?

EAST was established on 1 September 2019. At its inception, three secondary academies were formally partnered together: Bungay, Farlingaye and Kesgrave High Schools. In 2020, we applied to establish a Free Special School in Bungay, for children with interaction and communication needs. Demonstrating our commitment to local, inclusive education, Castle EAST School is opened in 2021. In November 2023, we welcomed Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market Primary Schools from the Avocet Academy Trust. Avocet was an established and successful primary multi academy trust with a rich history of success and innovative school improvement. Our merger represented the next phase of development for both Trusts.

Establishing EAST SCITT has been a core strategy for improving the flow of teachers into the local area. Our 'School Centred Initial Teacher Training' is an accredited Provider offering secondary (11-16) and primary (5-11) school-based initial teacher training awarding Qualified Teacher Status (QTS). We see EAST SCITT as the most effective way to find and develop future teachers to work in this vibrant county. We are delighted with its popularity and quality.

We are very confident that EAST will create a stronger future for our schools and continue to improve outcomes for our pupils. It is through a genuine and transparent commitment to working together that we will continue to collectively and individually achieve great things, providing a first-class educational experience in which all our students can excel.

We are determined that every pupil/student experience a fantastic education helping them to develop and achieve their aspirations.

## Our Vision: Where everyone can achieve

We measure our **success** through a combination of **performance, growth** and **happiness**, as individuals and collectively.

Our **cornerstones** are the foundations of our vision; they underpin all that we do and shape the way we work with everyone in our trust and our extended educational community; from parents & carers to partners, suppliers and local government.



### #1 Learning

We will continually strive to deliver the best possible experience for quality learning and personal development for everyone at EAST through our curriculum, engaging teaching, the resources & support we have available and the quality of the physical environment in which we work.

### #3 Opportunity

We exist to enable everyone in our schools to realise their true potential through an academic or professional experience within our schools that achieves the outcomes they seek. We do not believe there is a one-size-fits-all for success and achievement and will always do our best to support the aims and ambition of the individual.

### #2 Inclusivity

We believe a great quality education, opportunities for personal development and participation should be available to everyone regardless of their personal circumstances. That's why our schools today already cater for many specialist needs and our trust is committed to developing the teachers of the future.

### #4 Community

We are a significant contributor to our local communities, we understand the role we play and will always seek to enable everyone at EAST to be considered, active, positive citizens of the world around them. Our sense of community begins in our schools and we nurture a respectful, supportive culture.



# ABOUT CASTLE EAST SCHOOL IN BUNGAY, SUFFOLK



## Our Location

Serving Suffolk's northern and Lowestoft areas, Castle EAST School is located in Bungay, at an existing school site (previously the Middle School and then Sixth Form Centre) which has been significantly refurbished. The accommodation and resources available are of an extremely high quality and fully support the delivery of excellent educational opportunities. Bungay is situated in a pleasant rural area, 20 miles from Norwich and 15 miles from the delightful heritage coast.