



Higham Ferrers Nursery and Infant School & Higham Ferrers Junior School

Family Support Worker Candidate Pack



To apply: Applications must be made via the School's My New Term portal, available through our website www.learningforlifetrust.org.uk/working-for-us/vacancies. Please include a supporting statement outlining your strengths and suitability for the role.

The closing date for applications is midnight on 23rd August 2026.

Interviews will be held w/c 7th September 2026



Learning for Life Education Trust
Stronger together

Family Support Worker Candidate Pack



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Family Support Worker Candidate Pack



Welcome letter from the Headteachers

Dear Applicant,

Thank you for your interest in the position of Family Support Worker at the Higham schools.

I am delighted that you have taken the opportunity to consider joining our hardworking and dedicated staff team.

This position offers the successful applicant an exciting opportunity to support our work to ensure that every child has the best possible start to their education and that families are effectively supported to overcome barriers to engagement, attendance and wellbeing.

Visits to the schools are warmly welcomed and strongly recommended and we invite all prospective candidates to make an appointment to visit our school. Please call the school office on 01933 312904 or email jane.toyer@lflet.org.uk.

Please do not hesitate to get in touch if you have any questions about our schools.

Best wishes

A handwritten signature in black ink that reads 'J. Toyer'.

Jane Toyer
Headteacher
Higham Ferrers Nursery and Infant School

A handwritten signature in black ink that reads 'V. Bull'.

Vicky Bull
Headteacher
Higham Ferrers Junior School





Higham Ferrers Nursery and Infant School (HFNIS)

"Where little seeds grow into mighty trees"

Welcome to our school community, where each child is valued, nurtured, and encouraged to grow in a safe and inclusive environment. We pride ourselves on fostering a family feel with a dedicated and highly experienced staff who strive for the best possible education for the children, academically, socially and emotionally to ensure they reach their full potential

Well-being, nurture and resilience are high on our agenda and behaviours are taught to develop important life skills which support positive mental health. We firmly believe in fostering a safe, inclusive and engaging environment that supports each child's individual growth and development. With a child-centred approach, we provide opportunities that spark the imagination, encourage curiosity, creativity and a love of learning to build confident, independent life-long learners.

Our core values: Trust, Respect, Empathy, and Excellence, underpin everything we do and are woven into the fabric of our curriculum and daily interactions, ensuring that are children not only reach their full potential academically, but also grow into empathetic and responsible individuals.

View our latest OFSTED reports [here](#).

Higham Ferrer Junior School (HFJS)

We are a three-form entry Junior school who pride ourselves on our caring ethos, exemplary behaviour and positive learning environment, where each child is nurtured and valued as an individual, so that they can flourish.

Our school is a nurturing environment and a happy place because children, secure in and familiar with their surroundings, are more likely to learn and achieve success. Our learning environment provides opportunities to build confidence and resilience, creating independent thinkers.

We work openly with our community, actively engaging in local events and welcome parental support.

The children at Higham Ferrers Junior school are at the centre of all we do and we involve them as much as we can in making the school and their learning journey the best it can be.

Our staff and local governance committee work hard to ensure that all our children feel safe, love learning and work hard! We are very fortunate to benefit from a highly supportive and loyal parent community.

View our latest OFSTED reports [here](#).





Our School Vision, Ethos and Promise (HFNIS)

Our Vision

We strive to create a nurturing, inclusive, safe and stimulating environment where every child feels valued, inspired and supported in their journey of discovery and growth.

We lay strong foundations for lifelong learning, fostering a love of knowledge and curiosity that will empower our children to thrive in an ever-changing world.

Our Aims

We will encourage children to explore, learn and grow by instilling the values Trust, Respect and Empathy to achieve Excellence.

Our Values

The four large leaves of the tree represent our values.

Trust - I will be honest, tell the truth and do the right thing.

Respect - I value myself, others and everything around me.

Empathy - I will show kindness and compassion to others.

Excellence - I will always try my best to achieve my goals and be proud of myself and others.





School Vision, Values and Aims (HFJS)

Be curious - Be creative - Be confident

- We are curious by providing opportunities for children to encounter all areas of education experience: aesthetic and creative, ethical, linguistic, mathematical, physical, scientific, social and spiritual.
- We are creative by working in an atmosphere in which quality learning can be achieved through the provision of experiences which stimulate the imagination, develop creative awareness, a keenness for exploration and a quest for understanding.
- We are confident by fostering a sense of community, emphasising both the rights and responsibilities of all members and upholding those rules and values which are necessary to prepare children for life within the wider community. We aim to provide them with a positive awareness of what it means to be a good citizen.
- We strive to create a happy, safe and welcoming environment which promotes and stimulates children's learning and which provides equal opportunity for all children to reach their potential. We acknowledge and foster each child's worth and individual talents, regardless of gender, race, creed or disability. We aim to provide each individual with a strong sense of wellbeing and belonging. We generate respect and caring for others through helping and sharing, encouraging respect for property and for the environment.



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Our offer

The Learning for Life Education Trust offers a wide range of benefits to our staff:

- Full School Teachers' Pay and Conditions, including Continuous Service, for Teaching Staff
- Enhanced NJC terms and conditions of employment for Support Staff, including continuous Local Government service
- Flexible working – full and part-time
- Teachers' Pension Scheme and Local Government Pension Scheme
- Family friendly workplace policies
- Free school-based Wraparound provision to all employees within the Trust
- Wellbeing policies and practices integrated into daily work
- Well-being day
- Free and confidential access to Employee Assist
- Dedicated report writing time
- Great colleagues and children!!

Continuing Professional Development

Our staff are our biggest asset, so we place great importance on ensuring they have the professional development opportunities that they need to continue to improve and gain skills.

New staff to the Trust have a well-designed induction programme. Each school has its own CPD programme. We use a range of internal and external providers to ensure that training is relevant and of a high standard. This includes our ECT programmes, access to NPQs. Our staff also provide support for other schools through Maths Hub and consultancy work.

The Trust fosters a culture of collaboration, enabling staff in equivalent roles across its schools to work together, share best practice, and provide mutual support for the benefit of pupils and colleagues.

Wellbeing and Support

The physical, emotional and mental well-being of our staff and children is a high priority for the Trust. Happy, healthy and enthusiastic staff are the best possible support for the welfare and learning of our children.





Job Advertisement: Family Support Worker

We are seeking to appoint a compassionate, proactive and highly motivated Family Support Worker to join the pastoral team at Higham Ferrers Nursery and Infant school and Higham Ferrers Junior school on a permanent contract.

This is a key role within the school, supporting our work to ensure that every child has the best possible start to their education and that families are effectively supported to overcome barriers to engagement, attendance and wellbeing.

The Higham schools have a strong commitment to safeguarding, early intervention and working in partnership with families. You will play a vital role in strengthening the link between home and school by developing positive relationships with parents and carers, providing tailored practical and emotional support, and signposting families to relevant services where appropriate.

This role is central to the school's pastoral and safeguarding work and will involve delivering early help interventions, supporting attendance and behaviour, liaising with external agencies, and helping to ensure that every child is supported to thrive both at home and in school.

The successful candidate will:

- Have experience of working with children and families in an educational, social care or community setting
- Demonstrate excellent interpersonal skills and the ability to communicate sensitively and effectively with a wide range of stakeholders
- Be solution-focused, emotionally resilient and highly organised
- Show a clear understanding of safeguarding procedures and child protection principles
- Be committed to making a measurable impact on children's outcomes and family engagement

We welcome and encourage visits to our schools. Please contact Jane Toyer at jane.toyer@lflet.org.uk to arrange.

In return, we can offer you a position in a great team of professionals who are dedicated to working to providing the best possible education for our children. We are an inclusive and supportive community who will provide excellent opportunities to develop professionally.

Hours of work: 35 hours per week Monday-Friday (8:30am – 4:00pm with 30 for minutes lunch) 39 weeks per year. Please note that holidays cannot be taken in term time, but an allowance for holiday entitlement is paid accordingly.

Salary: Grade H, Scale points 14-20, £30,515- £33,672 FTE (Pro rata for part-time)



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Our Trust is committed to safeguarding and promoting the welfare of children. Successful applicants will be subject to an enhanced DBS disclosure and must have suitable references. This process assists us in maintaining a safe environment for pupils and staff.

We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.



Family Support Worker Candidate Pack



Job Description: Family Support Worker

Salary:	Grade H
Reporting to:	Headteacher / Deputy Headteacher / Assistant Headteacher
Hours of work:	35 hours per week / 39 weeks per year
Contract:	Full Time, Permanent

Role Summary

The Family Support Worker will work directly with parents, carers, children, and external agencies to develop positive relationships and ensure pupils are fully supported in their learning and well-being. The role focuses on early intervention and safeguarding, offering practical and emotional support, improving attendance, and overcoming barriers to education, especially for the most disadvantaged families.

Working collaboratively with the Senior Leadership Team, safeguarding teams, and external professionals, the post-holder will play a key role in promoting inclusion, resilience, and positive outcomes for children and families.

Key Responsibilities

Safeguarding & Early Help

- Act as a Deputy Designated Safeguarding Lead (DDSL), keeping safeguarding knowledge up to date and disseminating information to staff.
- Promptly make referrals to MASH and other agencies when needed.
- Attend and contribute to CP/CIN/EHA/TAF meetings and liaise with social workers and other professionals.
- Lead on and complete Early Help Assessments (EHAs) as appropriate.
- Maintain accurate records of safeguarding, casework, and professional meetings.
- Manage the schools' online safeguarding reporting system
- Provide safeguarding data for the Local Governance Committee.

Parent and Family Support

- Build strong, trusting relationships with families and act as a non-judgmental, supportive link between home and school.
- Conduct home and community visits as required to engage and assess families.
- Offer a 'listening ear' and practical advice to parents experiencing difficulties.
- Support families with a wide range of issues including:
 - Behaviour and parenting challenges
 - Attendance and school refusal



Family Support Worker Candidate Pack



- Bereavement, mental health, and well-being
- Housing, financial hardship, and debt
- Domestic abuse, substance misuse, and relationship breakdown
- Coach, mentor and empower families to address barriers and take positive steps.

Attendance & Behaviour

- Monitor whole-school attendance daily and apply the school's attendance policy consistently.
- Issue attendance letters, run surgeries, set parent contracts, and refer cases to the Education Inclusion Partnership.
- Conduct initial attendance-related home visits and collect key contextual information.
- Produce attendance reports for SLT and governors as required.
- Work with children and parents to improve behaviour and support reintegration into school.

Engagement in Learning

- Support parents to engage with their child's learning and development by enhancing their understanding of education and play strategies and through practical activities.
- Facilitate and promote family learning opportunities and transition activities.
- Plan and deliver individual and group interventions to support emotional development.
- Work with children experiencing difficulties such as anxiety, low self-esteem, bereavement, anger, or social skills challenges.
- Build positive, trusting relationships with pupils.
- Develop resources and tailored activities to suit individual emotional and developmental needs.

Multi-agency Working

- Liaise with external agencies including schools, nurseries, charities, probation services, housing support and other community organisations.
- Share best practice and information to support joined-up approaches and improve outcomes for families.
- Stay up to date with local service provision for effective signposting.
- Work with colleagues, health and social care professionals and multi-agency networks to evaluate caseload needs and the progress that has been made.

General Duties

- Uphold professional standards in line with confidentiality, safeguarding, equality, and inclusion policies.
- Manage time, administration, and diary effectively.
- Maintain accurate and confidential records of casework, contacts, and interventions.
- Attend relevant training and contribute to the continuous development of the role.
- Promote and safeguard the welfare of children and families at all times.



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Conditions of Employment

- Adhere to school and Trust policies, including Health & Safety, Equal Opportunities, GDPR, and Safeguarding.
- Work in a non-discriminatory, inclusive, and respectful manner at all times.
- The role may require flexibility, including some evening work and travel between settings.
- The post holder may be asked to carry out other reasonable duties as required by SLT.

Review Arrangements

This job description will be reviewed regularly and may be amended following consultation with the post holder to reflect changing demands and priorities.

The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavor has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in assumption that all usual associated routines are included in the post description.

The job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if not possible, the Trust reserves the right to make changes to the job description following consultation.

As a term of your employment, you may reasonably be expected to perform duties of similar or related nature to those outlined in the job description.





Person Specification - Class Teacher, HFNIS

Qualifications/Knowledge	
English and Mathematics to grade C GCSE or equivalent	Essential
Knowledge and understanding of primary aged children and SEND	Essential
Evidence of appropriate training/professional development (mental health/counselling/triple P would be highly desirable)	Desirable
High level of ICT skills and experience with online platforms, such as Microsoft Office 365.	Essential
Designated Safeguarding Lead	Desirable
Trained ELSA	Desirable
Experience	
Knowledge of working with parents in a supportive capacity	Essential
Experience of working with outside agencies and social care	Essential
Experience of working within a mainstream school, paid or voluntary	Essential
Knowledge of the range and type of interventions available and the availability to apply these appropriately in the context of the school's resources and the individual child	Essential
Able to work successfully as a part of a team	Essential
Working with parents within Early Help Assessments, CIN and CP	Essential
Lead Professional experience of EHAs	Desirable
Skills and attributes	
Integrity, commitment and honesty	Essential
Ability to prepare comprehensive reports for meetings and referrals	Essential
Ability to communicate effectively, orally and in writing, to provide clear information and advice	Essential
A quick learner	Essential
Ability to demonstrate a proactive approach and show initiative	Essential
Ability to establish & maintain good relationships, in especially with pupils, parents and colleagues	Essential
Ability to form and maintain professional relationships and boundaries with young people and adults	Essential
Ability to manage the behaviour of individual and small groups of pupils	Desirable



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Personal Qualities	
Ability to remain positive when working under pressure, to handle sensitive issues constructively and to solve problems.	Essential
An interest in education	Essential
Helpful and positive nature, with a can-do approach	Essential
Committed to the progress and achievement of pupils	Essential
Strong people skills, to communicate with parents and colleagues at all levels	Essential
Personable, professional, approachable, and courteous at all times	Essential
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand, and to be prepared to make some home visits outside of school hours if required	Essential
Energy, enthusiasm, and resilience	Essential
Understands the importance of confidentiality with high levels of integrity	Essential
Non-judgmental	Essential
Good sense of humor	Desirable
Safeguarding	
DSL training regularly updated	Essential
Ability to demonstrate an understanding of safeguarding responsibilities	Essential
Other	
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	Essential
Car driver with full clean driving license and access to own vehicle	Essential

Safeguarding Statement

The successful candidate must demonstrate a commitment to safeguarding and promoting the welfare of children and young people. The post is subject to enhanced DBS clearance and satisfactory references.

