

Lighthouse Inclusion/Family Support Worker Candidate Pack



Welcome Letter from CEO

Dear Applicant

Thank you for showing an interest in the post of Inclusion/Family Support Worker at The Blue Kite Academy Trust. We hope that the information contained in this pack provides you with sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the job.

We are seeking to recruit an outstanding member of staff to join our growing team. The successful candidate will be able to demonstrate a commitment to sharing our vision of working together and supporting our schools to achieve high outcomes for children.

The Trust currently consists of 25 primary schools in Swindon and there are plans for further growth. The Trust's central team are carefully planning this growth without losing or diluting what is special about our schools and the Trust. Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is a unique opportunity to join our growing friendly, professional team at The Blue Kite Academy Trust. We have secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement.

As a Trust we are committed to investing in our staff and offering development opportunities.

If you feel you have what it takes to support our vision, then we would be delighted to hear from you.

For an informal discussion about the role, please contact Helen Lidbury, Lighthouse Manager at hldbury@bluekitetrust.org for further information and to arrange a telephone conversation.

Gary Evans
Chief Executive Officer



Trust Organisation Structure

Chief Executive Officer

Strategic Education Team
CEO, Executive Directors of Education

Strategic Business Team
CEO, DFO, Head of HR

Executive Education Team

Executive Business Team

Exec/Directors
of Education

Head of
Governance

Lighthouse &
Trust S/G
Lead

Asst Head of
T&L

CFO

Finance and
Ops Manager

DFO

Head of
Estates

Head of
HR

Central Services

Central Services

Subject
Support
Advisors

Lighthouse
Educational
Psychologist
Inclusion Team
Education
Welfare

Inspire

Finance Team

Estates Team

Operations &
Projects Team

HR Team

Vision and values across the Trust

The Blue Kite Academy Trust was created in November 2015. We have grown from 2 schools to 25 primary schools and are looking at a further period of growth over the next three years.

Our vision and key principles are underpinned by the highest expectations of all staff and children.

Our staff will have a workplace where:

- we are proud to achieve the highest academic standards and the children leave with results in line with the best in the country
- we celebrate diversity, creativity and curiosity
- the staff are happy and relaxed and enjoy learning just as much as the children
- inspirational environments and activities enthuse and enrich the learning experiences creating confident, resilient and independent learners for life

Our children will have a school where:

- they feel safe and happy supported by adults who are friendly and kind, who provide stimulating learning experiences
- they want to learn inside and outside in a colourful and fun environment, and use exciting new technologies to explore the world around them
- they become more empowered to take responsibility for their own learning
- they become articulate, and able to talk freely and well
- they can understand much more deeply their work and their lives
- we will promote effective learning and underpin the continuous improvement of personal, social, moral and economic wellbeing

The parents and local residents will have a school:

- that is the heart of the local community and offers exciting extra-curricular activities, that support our children in becoming independent
- where the behaviour is excellent, and the children have a desire to learn
- that promotes healthy lifestyles and a positive well-being for all.



Why work for The Trust?

As part of The Blue Kite Academy Trust, you will be joining a growing central team dedicated to supporting our schools in delivering an exceptional education for all our children. We are developing a thriving organisation where all our employees and volunteers feel truly valued.

We are offering an opportunity to grow and progress your own career alongside the success of our growing multi academy trust.



What we are looking for:

We are very proud of our schools and endeavour to provide them with environments to deliver exceptional education opportunities for our children and great work experiences for all employees. We are looking for a talented individual who can work closely with us to continue this work. You will be equipped with good interpersonal skills and will approach all aspects of your role with professionalism, credibility and integrity.



You will work as a member of the holistic Lighthouse early intervention team supporting children, young people and families. Alongside schools you will work directly with children and families, taking a lead role in providing support and advice in childhood development and positive parenting. You will support school staff to help children to manage their emotions, behaviour and social skills, providing appropriate advice and support.

Job Title: Lighthouse Inclusion/Family Support Worker

Starting salary: £30,135 FTE

Hours of work: 37 hours per week, 41 weeks per year

Reporting to: Early intervention Safeguarding Lead

Job Purpose:

- To operate as part of Lighthouse to provide holistic Early Intervention Support for children, young people, and families.
- To work in and alongside all Blue Kite Trust schools.
- To work actively with parents/carers and other members of families in encouraging positive parenting and in promoting positive family life within the local community.
- To take a lead role in providing advice to parents on creating safe, stimulating, and appropriate play opportunities for their children.
- To provide support, encouragement, and information to parents/carers in relation to childhood development and parenting.
- To develop new/innovative ways of working, where appropriate, which promote and enable the development of children, in a way that supports the physical, emotional, intellectual, and social needs of children and their families.
- Co-ordinate support for families, at times act as Lead Professional and advocate for families where necessary.
- Undertake direct work with children and their families with Social, Emotional and Mental Health (SEMH) difficulties for all schools within the Trust in order to overcome barriers to learning.
- Contribute to intervention planning and where appropriate deliver the intervention.
- Offer advice and model approaches to support staff, teachers, parents, and other professionals to help children manage their emotions, behaviour and social skills more effectively.
- Support schools in addressing the needs of all pupils but especially those pupils who need help to overcome barriers to learning.

As a member of the Trust Central team you will provide exceptional services to our schools. Key relationships will include your team members, Headteachers, external agencies and children and families. You are expected to work alongside colleagues in a professional and supportive way and to promote a mutual understanding of the trust's vision and values.

Key Accountabilities:

- To maintain confidentiality and understand managing sensitive data. Understand the safeguarding of children and the Data Protection Act.
- To be responsible for the practical application of Equal Opportunities within all aspects of your work.
- To assist in the planning, setting up and then evaluation of services and interventions for children and families.
- To contribute skills/knowledge of play and child development to any groups, courses and to any individual work undertaken with children and parents.
- To be involved in relevant administrative procedures such as the delivery of information to school and/or families, recording information (case notes), planning and reviewing work programmes and monitoring/evaluating progress.
- To maintain appropriate Health and Safety standards including lone working procedures.
- To work in partnership with a range of staff, professionals, volunteers and other agencies to meet the needs of children and families.
- To undertake direct work with families and children through home visits, group work and individual work.
- To enable and work alongside parents/carers in encouraging appropriate self-support initiatives.
- To assist schools in gathering information and assessing need, liaising closely where appropriate with families to ensure they are fully involved in the process.
- To attend or, at times, chair Team around the Family Meetings and provide information toward or write Early Help Assessments and Plans where needed.
- Make onward referrals for children, young people and families where appropriate.
- Observe and plan behaviour support plans and individual needs assessments.
- Implement outcome focused programmes of work as identified by individual needs assessment.
- Communicate and offer support, guidance and practical help to schools.
- Work with a multi-agency approach to help identify need.
- Promote the participation and involvement of children and young people in the planning, review and delivery of services.
- Act as a child's voice advocate where appropriate.
- Deliver intervention strategies aimed at improving behaviour including but not limited to anger management, nurturing, self-esteem, re-integration.
- Attend formal review meetings.
- Provide support at times of key educational transitions.
- Work collaboratively with schools, families, other service members and other professionals to ensure strategies are in place and to provide suitable support and signposts to schools and families to other appropriate agencies and support if required.
- Keep up to date with educational changes that impact upon pupils with SEMH.
- To assist with the reasonable collection of statistics for monitoring and evaluation purposes.
- To assist with the measurement of outcomes to demonstrate that targets have been met.
- To maintain records and provide information as appropriate.
- To keep up to date case notes and complete evaluations of your work.
- To keep up to date with, and work in accordance to, policy and procedural changes.
- To participate in regular supervision and meetings.
- Undertake training consistent with developing skills relevant to the duties and responsibilities assigned to the post.
- Take responsibility to your own continuing professional development.
- Performing other ad hoc duties and assignments as may be determined by senior leaders.
- Representing and promoting the Trust's values both internally and externally, fostering a collaborative approach across schools within the Trust

- Actively promoting and acting, at all times, in accordance with trust policies, e.g., health & safety, equal opportunities, safeguarding, GDPR and data protection.
- Undertaking other duties commensurate with the job level.

Special notes or conditions

In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



Person specification: Inclusion/Family Support Worker

Knowledge and experience

Criteria	Essential	Desirable
Qualification in Early Childhood Development / Behaviour Management (or appropriate equivalent) or further relevant experience	✓	
Experience of working within a safeguarding environment	✓	
Experience of Family Links Delivery		✓
Other regulated Family/Parenting courses		✓
Previous relevant experience working in an education setting such as Family/Parent Support, mental health, teaching or school support.	✓	
Play therapy		✓
Child Counselling / therapy.		✓
Ability to make and maintain positive and appropriate relationships with all families and children from the local community	✓	
Excellent numeracy and literacy	✓	
Ability to make and maintain effective relationships with professional colleagues, within a multi-disciplinary team, including volunteers and other Lighthouse staff	✓	
Excellent organisational skills	✓	
Ability to achieve and maintain the respect of others while representing children's needs	✓	
Experience of providing support in response to a crisis/critical incident	✓	
Ability to promote the Trust and its schools in our local community	✓	
Team player, personable, emotionally intelligent	✓	
Enthusiasm for continued professional development	✓	
Flexible in terms of working pattern and evolution of role	✓	

Job Details

The Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success.

The appointment is subject to a satisfactory medical report and references.

You may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>.

Holiday Entitlement: For staff employed all year round the annual holiday entitlement is 26 days holiday for new starters plus bank holidays. Annual leave is normally to be taken during school holiday closures however there is some flexibility.

Probationary Period: New employees are required to complete a four-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check and a barred list check.

Right to work check: This appointment is subject to verification of the right to work in the UK.

Where the successful candidate has worked or been a resident overseas in the last five years, such checks and confirmations may be required in accordance with statutory guidance.

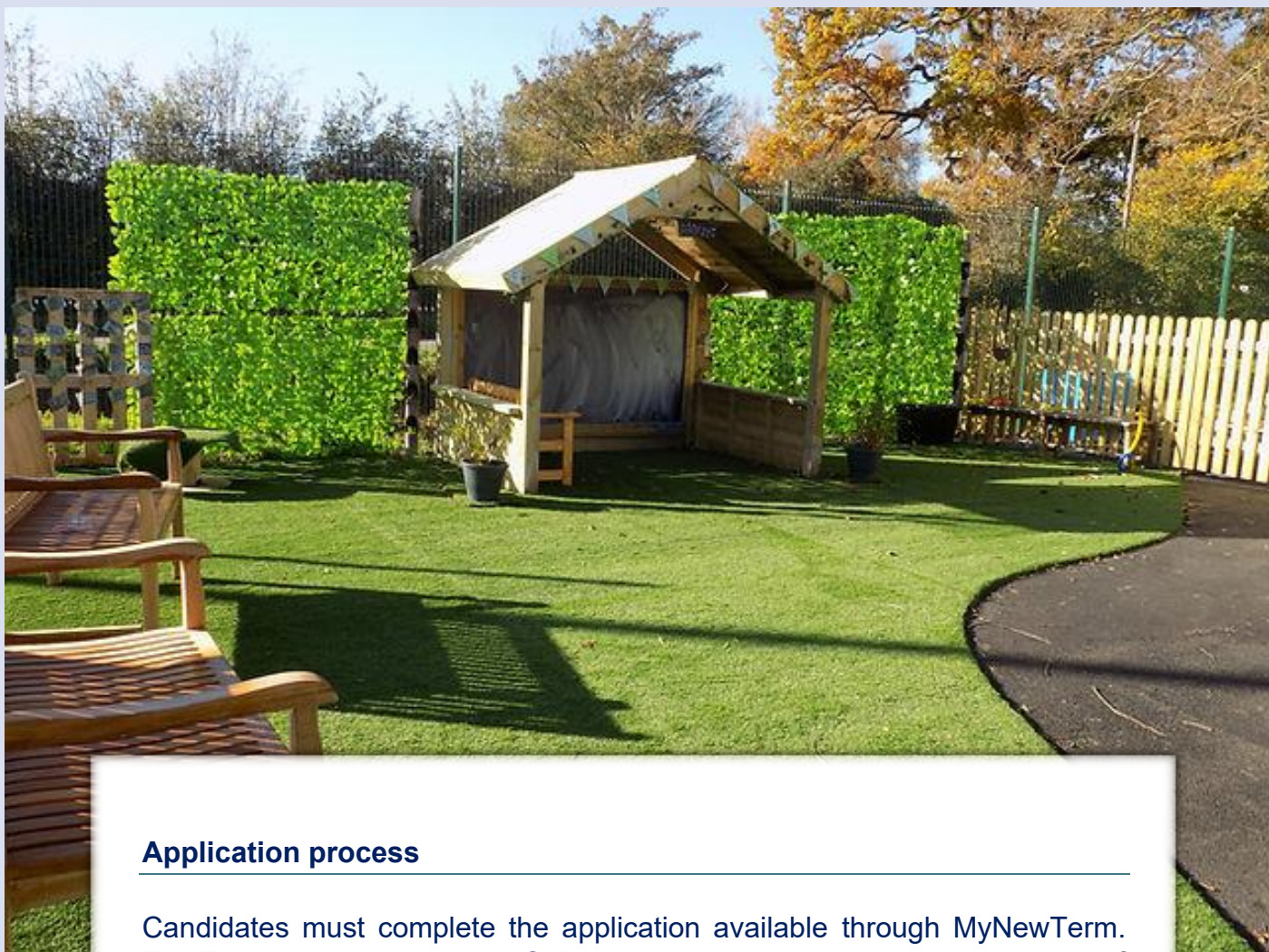
We are able to consider flexible working options and alternative patterns of work for this role and would be happy to explore that further with candidates. We are committed to offering flexible working options that meet the needs of the Trust and offer our employees a good work/life balance.

There may be some requirement during the academic year to attend events or meetings outside of your normal working hours.

A commitment to training and professional development

We are committed to recruiting, developing and supporting excellent staff and provide a range of opportunities to enable all our staff to reach their full potential.





Application process

Candidates must complete the application available through MyNewTerm. The Trust is unable to accept CV's and they should not be supplied as part of the application.

Interview Process

Shortlisting

The closing date for applications is 9am 20th July 2026

Interview

Interviews will take place 22nd July 2026 at The Blue Kite Academy Trust Offices C/O Ferndale Primary and Nursery School, Wiltshire Avenue, Swindon SN2 1NX.

References

References will be taken before interview for shortlisted candidates and must include your current or most recent employer.