

ST JOHN'S CATHOLIC PRIMARY SCHOOL

**Family
Support
Worker**

**Application
Pack**



Closing Date:
Wednesday 19th August 2026 -
midday

Interview Date:
TBC w/c Monday 24th August 2026



Diocese of Lancaster
Education Service
Euntes in mundum



Welcome to St John's

Dear Applicant,

Thank you for considering working at our wonderful school.

We are delighted to announce an exciting opportunity to join our dedicated and passionate team at St John's.

Our school motto, 'Love One Another', guides everything we do. We are committed to ensuring our school is a place where children are loved and valued as individuals, and where the talents of all are nurtured and celebrated within a safe, happy and caring environment, so that they can flourish academically, socially, and emotionally.

We are seeking a compassionate, proactive and highly organised Family Support Worker and Deputy Designated Safeguarding Lead to join our team.

This rewarding role combines direct support for children, families and vulnerable individuals with a key responsibility for promoting and maintaining safeguarding practices across the setting.

The successful candidate will work closely with children, parents/carers, staff and external agencies to identify barriers to learning and wellbeing, providing practical support and guidance to help families thrive. As Deputy Designated Safeguarding Lead, you will support the Designated Safeguarding Lead (DSL) in ensuring the highest standards of safeguarding and child protection are maintained.

The successful applicant will:

- Have a genuine desire to work with children
- Share the belief that every child can succeed
- Be enthusiastic and hard working
- Have excellent communication skills
- Be able to work both as part of a team and on their own initiative
- Be flexible and adaptable
- Have a strong positive work ethic

In return, we offer:

- The opportunity to join a highly motivated, innovative and energetic staff team
- Full involvement in the life of the school
- The opportunity for further training and development
- Dedicated, supportive and friendly colleagues
- Kind, motivated and happy pupils
- Supportive parents and carers

If you are interested in this opportunity and believe you could be the right fit for our school, we would love to hear from you.

Best wishes,

Mrs N Sayers
Headteacher



'Love One Another'

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Family Support Worker at St John's Catholic Primary school. St John's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is an excellent opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

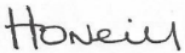
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you for this vital role at an exciting time for St. Kentigern's and the Trust.

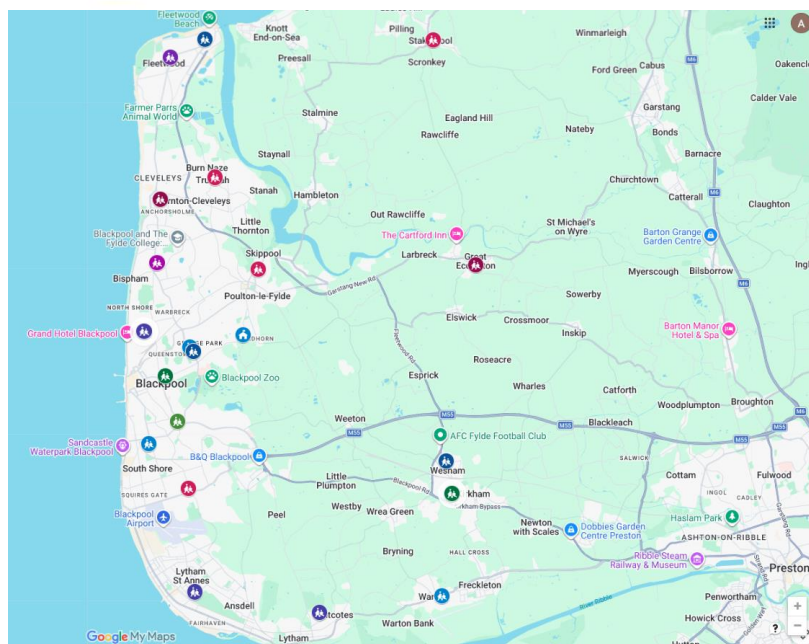
Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact Rachel Leatham, School Business Manager:

Telephone - 01253 883690

or

Email - bursar@poulton-st-johns.lancs.sch.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/jobs/152365/EDV-2026-SJCPSP-35864>

Closing date for applications: Wednesday 19th August 2026 - midday

Interview date: To be confirmed w/c Monday 24th August 2026

Post Details

Grade: NJC pay Grade E – scale point range 12 to 17

Salary: £28,598.00 to £31,022.00 (pro-rata, pay award pending)

Actual Salary: £9097.00 to £9869.00

Hours: 14 per week

Contract: Fixed Term for 1 year, Term Time only

Start Date: 1st September 2026

Job Description

POST TITLE	FAMILY SUPPORT WORKER and DEPUTY DESIGNATED SAFEGUARDING LEAD
JOB PURPOSE	- To provide high-quality family support, pastoral intervention and Early Help coordination to improve outcomes for children and their families. - Play a key role in supporting the wellbeing, safeguarding and educational engagement of pupils by working closely with children, parents/carers, staff and external agencies to identify and remove barriers to learning. - Provide targeted pastoral and family support, lead on Early Help (EH) processes, and act as a Deputy Designated Safeguarding Lead (DDSL), supporting the school's statutory safeguarding responsibilities. Through effective partnership working and early intervention, contribute to creating a safe, nurturing and inclusive environment where every child is supported to thrive academically, socially and emotionally. - Actively promote the Catholic ethos and values of St John's Catholic Primary School, demonstrating compassion, respect and dignity in all aspects of their work, while supporting the welfare, personal development and positive outcomes of every pupil.
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	N/A (The post includes statutory safeguarding accountability but no line-management responsibilities.)
LIAISING WITH (Working relationships)	Headteacher, Deputy Head, Trust staff and support staff, external agencies and parents/carers
HOURS OF WORK	14 hours per week 2:30pm to 4pm Monday, Tuesday, Thursday, Friday – term time only
PAY GRADE	Grade E – NJC scale points 12 - 17
LOCATION	St John's Catholic Primary School
DISCLOSURE LEVEL	Enhanced

Job Description

MAIN/CORE DUTIES	A. Safeguarding and Child Protection • Act as a Deputy Designated Safeguarding Lead (DDSL) in accordance with statutory safeguarding requirements and school policies. • Support the Designated Safeguarding Lead (DSL) in managing safeguarding concerns and referrals. • Maintain accurate, confidential and timely safeguarding records. • Attend safeguarding meetings and contribute to multi-agency planning where appropriate. • Support staff in identifying and responding to concerns regarding pupil welfare and safety. • Promote a strong safeguarding culture throughout the school community. B. Early Help Lead Responsibilities • Lead and coordinate Early Help assessments and plans for identified children and families. • Develop and maintain positive relationships with parents and carers to support engagement with school and external services. • Coordinate Team Around the Family (TAF) meetings and monitor progress against agreed actions. • Liaise effectively with local authority services, health professionals, social care, and other agencies. • Monitor and evaluate the impact of Early Help interventions. C. Pastoral Support • Provide pastoral and emotional support to pupils experiencing social, emotional, behavioural or family difficulties. • Deliver targeted interventions to support children's emotional wellbeing, resilience and self-esteem. • Support attendance and punctuality initiatives, working closely with families where concerns arise. • Identify barriers to learning and work collaboratively with staff and families to address them. • Contribute to the development of strategies that promote positive behaviour and emotional wellbeing.
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Job Description

MAIN/CORE DUTIES	D. Family Engagement • Build positive and trusting relationships with families. • Offer advice, guidance and signposting to support services where appropriate. • Facilitate effective communication between home and school. • Conduct home visits where required and appropriate, in line with school procedures. • Encourage parental engagement in their child's learning and school life. E. Professional Responsibilities • Maintain confidentiality and professionalism at all times. • Attend relevant training to maintain safeguarding, Early Help and pastoral expertise. • Keep accurate records and prepare reports as required. • Contribute to school improvement priorities relating to attendance, behaviour, safeguarding and wellbeing. • Undertake any other duties commensurate with the grade and nature of the post.
CORPORATE RESPONSIBILITY	• Comply with policies for safeguarding, health & safety, and data protection. • Support equality of opportunity and the Academy ethos. • Participate in meetings and support the wider school community. • Undertake risk assessments where appropriate.
OTHER SPECIFIC RESPONSIBILITIES	• Undertake duties effectively, efficiently and economically. • Maintain professional development. • Engage in appraisal processes. • Complete mandatory safeguarding training. • Undertake administrative duties as required.
SAFEGUARDING	The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share and uphold this commitment.
GENERAL STATEMENT	This job description outlines the duties and responsibilities at the time of writing. It may be amended following consultation to reflect changes in the role consistent with grade and title.

Person Specification

Criteria	Essential	Desirable
Qualifications & Training	Good standard of literacy and numeracy (equivalent to GCSE Grade C/4 or above in English and Mathematics).	Relevant Level 3 qualification in Family Support, Childcare, Education, Social Care, Youth Work, Counselling or a related discipline.
	Knowledge and understanding of safeguarding responsibilities within schools.	Deputy or Designated Safeguarding Lead (DDSL) training.
	Willingness to undertake further professional development.	Training in Early Help, Team Around the Family (TAF), trauma-informed practice, restorative practice, attendance or behaviour interventions.
	Commitment to maintaining mandatory safeguarding training.	Mental Health First Aid or equivalent pastoral training.
Experience	Experience of working with children and families in an educational, social care or community setting.	Experience of working within a primary school.
	Experience of providing pastoral support to children and families.	Experience of acting as a Deputy Designated Safeguarding Lead.
	Experience of contributing to or leading Early Help assessments and multi-agency working.	Experience of chairing or coordinating Team Around the Family meetings.
	Experience of working with parents and carers to improve outcomes for children.	Experience of supporting attendance, behaviour or emotional wellbeing interventions.
	Experience of maintaining confidential records and producing professional reports.	Experience of using safeguarding recording systems such as CPOMS, MyConcern.
	Experience of working collaboratively as part of a multidisciplinary team.	
Knowledge & Understanding	Understanding of safeguarding legislation and statutory guidance, including Keeping Children Safe in Education.	Knowledge of Early Help processes and local authority procedures.
	Understanding of child protection procedures and professional boundaries.	Understanding of trauma-informed and attachment-aware practice.
	Knowledge of the barriers that can affect children's learning, attendance and wellbeing.	Knowledge of child development and adverse childhood experiences (ACEs).
	Understanding of confidentiality, GDPR and information sharing protocols.	Understanding of attendance legislation and strategies to improve attendance.
	Understanding of equality, diversity and inclusion.	Knowledge of local support services available for families.

Person Specification

Criteria	Essential	Desirable
Skills & Abilities	Ability to develop positive, trusting and professional relationships with pupils, families and colleagues.	Ability to facilitate parent workshops or family support programmes.
	Excellent communication skills, both verbal and written.	Ability to contribute to the planning and evaluation of support programmes.
	Ability to support pupils' learning and engagement.	Ability to deliver group interventions for children or parents.
	Ability to work effectively with external agencies and professionals.	Ability to analyse attendance, wellbeing or pastoral information to identify need.
	Ability to maintain accurate records and prepare reports.	Ability to contribute to the development of pastoral initiatives.
	Ability to manage a varied workload and prioritise effectively.	Experience of using Microsoft Office and school management systems.
	Ability to work calmly under pressure and respond appropriately to safeguarding concerns.	
	Ability to maintain confidentiality and exercise sound professional judgement.	
	Ability to promote positive behaviour, emotional wellbeing and resilience.	
Personal Qualities	Compassionate, approachable and child-centred.	
	Resilient, adaptable and able to remain calm in challenging situations.	
	Professional, reliable and organised.	
	Able to work independently and as part of a team.	
	Commitment to continuous professional development.	
	Commitment to supporting the Catholic ethos and values of St John's Catholic Primary School.	
	Commitment to safeguarding and promoting the welfare of children and young people.	
	Commitment to equality, diversity and inclusion.	
Other Requirements	Ability to attend meetings outside normal school hours where required (e.g. TAF, safeguarding or parent meetings).	
	Satisfactory Enhanced DBS clearance and all relevant safeguarding checks.	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

