



LEARNING
ACADEMIES TRUST

**CHILDREN AND
FAMILIES SUPPORT
WORKER
RECRUITMENT PACK**

ELBURTON PRIMARY SCHOOL

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 or Twitter feed [@learningatceo](#).

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

Mr Simon Spry

About Elburton Primary School Academy

Headteacher: Mr Keith Smithers

Location: Haye Road South, Elburton, Plymouth, PL9 8HJ

Approximate number of students: 470

Approximate number of staff: 75



Message from the Headteacher

Elburton Primary School is a superb school that has a passionate and committed team at all levels. We have children's learning and well-being at the very core of everything we do. Elburton Primary School prides itself as being at the heart of the community. The ethos of working collaboratively with all of the community has been established over the 50+ year period that the school has been in Elburton. The village itself is situated on the edge of the City of Plymouth. It is supported by wonderful partners including parents who care and want to do all they can to support their child's education. The Parent Teacher Association at the School is exceptional and enhances so many developments by the school, making the experience of the children far greater.

We believe that our pupils should clearly understand the responsibility required for their own learning so that they value their education and the opportunities, excitement and joy that learning provides. Learning in the classroom and through extra-curricular opportunities provides inspirational experiences for lifelong learners.

The staff within the school demonstrate the high standards we strive to develop within our pupils. The strong, professional team share a passion for supporting every child to reach their full potential.

Keith Smithers, Headteacher

Children and Families Support Worker Job Description

Terms of contract	Permanent
Grade	Grade D
Salary FTE	£26,824 - £29,540
Actual annual salary	£10,907 - £12,011
Hours/weeks	17.5 hours per week, 39 weeks per year
Closing date	19th April 2026
Proposed interview date	W/C 20th April 2026
Anticipated start date	As soon as possible

Key Purpose & Anticipated Outcomes of Post

To support the overall School Improvement Plan and school priorities by supporting children and parents to engage and thrive in an school environment. 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. To ensure that pupils are kept safe and agencies are liaised with to ensure families remain safeguarded.

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 ELSA groups in collaboration with the school SENDCo.
- Lead, run and coordinate Keyworker groups, including supporting military families, in collaboration with the school SENDCo.
- 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 social groups linked to teamwork, overcoming challenging situations, managing friendships etc.
- Support for children in care through sibling and family support which may include sibling groups and quality time together.
- Support with the implementation of the school's effective behaviour policy
- 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.

Family support

- Promote and improve parental access and engagement with schools.
- Provide information and support for parents who have concerns about early signs of social, learning, emotional, health or behavioural issues with their children and signpost them to the correct member of staff.
- Support families with grant applications where required.
- Work in collaboration with the Safeguarding Lead in arranging for the delivery or collection of food parcels to families in need.
- Complete referrals for support groups/parental courses where required to do so.
- Liaise with the school admin team regarding pupils attendance and follow up with parents any potential matters of concerns that are raised.
- Supporting parents with/at making/attending medical appointments for themselves and their children where support is required.

- Utilise various forms of communication to engage and interact with families- phone calls, emails, text messaging etc.
- Lead and run parent workshops that include all groups- i.e. Dad's Club etc.
- Support with the collection and drop off of children to and from where applicable.
- Promote a positive, optimistic attitude to learning and achievement within the schools, acting as a role model with pupils, families and the wider community
- Work proactively with parents to improve pupil attendance/punctuality.
- Feedback to school leaders the views of parents in the neighbourhood in partnership with agencies supporting families.
- Attend Parent Consultation Evenings and Governors / staff meetings as required
- Attend multi agency meetings as and when required.
- Co-ordinate and support extra curricular/extended services for families in line with the school's improvement plan priorities and ways of engagement
- Support with home visits where requested to do so by the Safeguarding Leads in school.
- Support leadership in facilitating community events.
- Signposting families to agencies and support networks.

Safeguarding

- To follow the school safeguarding policies and ensure correct action is taken to safeguard pupils by following procedure and liaising with the school Safeguarding Leader/DSL's as well as outside agencies where requested to do so.
- Undertake DSL training where required.
- Coordinate/Lead, where asked/directed by the school safeguarding lead, and lead key multi agency meetings such as EHAT's/TAM's. Assess, review and report on the impact of safeguarding intervention and family support.
- Make contact with the Plymouth Children's Services where safeguarding concerns arise and the DSL's are absent or not available at the time. Contact with DSL's must always be sought in the first instance.
- Check in with families who may have had historical causes for concern to ensure that there are no current concerns.
- All matters of a safeguarding concern are passed on and shared with the school Safeguarding Team. This must be reported on the day without hesitation.

Conduct

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

Other Duties

- 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 in 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.

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.

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.

Person Specification

Job Title	Children and Families Support Worker
Location	Elburton Primary School
Grade	Grade D

Area	Job Requirements		Evidence
Qualifications and Professional Development	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent with a minimum pass in both Maths and English GCSE or equivalent • Knowledge and experience of local and national safeguarding and child protection procedures • Awareness of, and compliance with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection • First Aid Qualification 	Essential	A,C
		Essential	A,C
		Desirable	A,C
		Desirable	A,C
Experience and Knowledge	<ul style="list-style-type: none"> • Sound working knowledge of Microsoft Word & Excel • Proficient in email • Understanding of educational systems and services • Knowledge of the Management Structure, ethos and expectation of the school 	Essential	A,I
		Essential	A,I
		Essential	I
		Desirable	A,I
Abilities & Skills	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	All essential criteria	I,R

	<ul style="list-style-type: none"> • Smart and professional appearance • Willingness to be flexible with working hours to respond to the needs of the school. • Able to use own initiative 		
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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.