



St Ann's Primary School
St Leonard's Road, Eastwood, Rotherham, South Yorkshire

**Family Support
Worker**

Application Pack

Family Support Worker

Purpose of the Role

- To provide targeted support to pupils and families, removing barriers to learning, improving attendance and safeguarding outcomes and promoting positive engagement with school.
- The Family Support Worker will focus on preventative and early intervention strategies, working closely with school staff and external agencies to ensure pupils and families receive appropriate support.

Safeguarding, Attendance and Pupil Welfare

The postholder will:

- Work as part of the safeguarding team or alongside the Designated Safeguarding Lead (DSL).
- Support safeguarding processes including referrals, meetings and follow up actions.
- Attend and contribute to strategy meetings, child protection conferences and core groups.
- Carry out home visits (with a colleague) for safeguarding and attendance concerns.
- Monitor attendance and work with families to improve attendance and punctuality.
- Ensure accurate safeguarding and attendance records are maintained.
- Keep up to date with safeguarding legislation and guidance (e.g. KCSIE)
- Promote a strong culture of safeguarding across the school.

Pupil Engagement and Inclusion

The postholder will:

- Promote the voice of the child through direct work and pupil consultation.
- Support pupils' social, emotional and behavioural development.
- Deliver or facilitate small group or targeted interventions.
- Create opportunities that encourage positive relationships and engagement. (e.g peer groups)
- Act as an advocate for pupils in meetings and discussions.

Parent and Family Support

The postholder will:

- Work with families in a supportive way.
- Identify barriers to learning and engagement and implement strategies to address them.
- Support families with early signs of social, emotional or behavioural needs.
- Provide advice, guidance and practical support to strengthen home – school relationships.
- Facilitate drop-in sessions and targeted support for families.
- Support pupils and families through transitions.
- Encourage effective communication between parents and school staff.

Multi-Agency Working

The postholder will:

- Work closely with external services including early help, social care and health professionals.
- Make or support referrals to appropriate services.
- Attend multi-agency meetings to improve outcomes for children and families.
- Maintain up to date knowledge of local support services and referral routes.
- Contribute to information sharing in line with safeguarding procedures.

Working Within School

The postholder will:

- Work collaboratively with teaching and support staff to support pupils and families.
- Contribute to the assessment, planning and review of support strategies.
- Attend relevant meetings and contribute to safeguarding and pupil support reviews.
- Provide updates to senior leaders and contribute to reports where required.
- Review own practice and contribute to the evaluation of whole school provision.

Reporting and Record Keeping

The postholder will:

- Maintain accurate and up to date safeguarding and pastoral records.
- Record interactions with pupils and families effectively using Record My and other recording systems.
- Produce reports for meetings, including child protection conferences.
- Monitor and report on the impact of support provided.
- Track and report attendance improvement and interventions.

Equality, Diversity and Community Engagement

The postholder will:

- Promote inclusion and equality of opportunity for all pupils and families.
- Support socially excluded families to engage with school.
- Build links with community organisations to enhance support networks.

Wider Professional Responsibilities

The postholder will:

- Uphold professional standards and codes of conduct, maintaining confidentiality at all times.
- Contribute to the wider life of the school community.
- Engage in ongoing professional development.
- Work in line with school and Trust policies and procedures.
- Operate within legal, ethical and professional boundaries.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies. These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the school's code of conduct.

Person Specification

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

EDUCATION AND QUALIFICATIONS	Essential	Desirable	Source A- application I - interview R - references
English and maths GCSE or equivalent (Grade A-C or 9-5)	✓		A
NVQ Level 3 qualification (relevant area)	✓		A, I
Training in safeguarding / child protection	✓		A, I
NVQ Level 4 qualification (relevant area)		✓	A, I
First aid training		✓	A

EXPERIENCE	Essential	Desirable	Source A- application I - interview R - references
Experience of working with vulnerable children and families	✓		A, I
Experience of multi-agency working (e.g early help, social care)	✓		A, I
Experience in a school setting	✓		A, I
Experience supporting pupil development and wellbeing	✓		A, I
Experience managing a caseload		✓	A, I, R
Experience writing reports for professionals / agencies		✓	A, I, R

KNOWLEDGE AND SKILLS	Essential	Desirable	Source A- application I - interview R - references
Understanding barriers to attendance	✓		A, I
Knowledge of safeguarding / attendance guidance and legislation	✓		A, I, R
Knowledge of support services and referral processes	✓		A, I
Ability to deliver interventions (1-1 and group)	✓		A, I
Strong communication and interpersonal skills	✓		A, I
Ability to build relationships with families and pupils	✓		A, I
Ability to motivate and support others	✓		

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PERSONAL AND PROFESSIONAL ATTRIBUTES	Essential	Desirable	Source A - application I - interview R - references
Calm, organised and professional approach	✓		A, I, R
Commitment to equality and inclusion	✓		A, I
Ability to build trusting relationships	✓		A, I, R
Strong teamwork and collaboration skills	✓		A, I, R
Ability to handle sensitive information confidentially	✓		A, I
Resilience and ability to manage workload	✓		A, I
Commitment to wellbeing (self and others)	✓		A, I

Additional Requirements

- Enhanced DBS clearance
- Fully supportive references
- Commitment to safe working practices in line with Trust policies

James Montgomery Academy Trust is committed to appointing the best possible candidates.

The successful candidate will put the needs and education of pupils first and support them to achieve the highest possible standards. They will act with honesty and integrity, maintain a professional approach at all times, and take responsibility for keeping their knowledge and skills up to date.

They will build positive relationships with pupils, colleagues and parents, and work collaboratively in the best interests of all children.

We are delighted that you are considering applying for a position at our school. We aim to ensure that our recruitment process is fair, transparent and supportive for all candidates.

How to Apply

Candidates should complete the official application form in full, ensuring that all sections are accurate and up-to-date. Your supporting statement should clearly demonstrate how your skills, experience, and personal qualities meet the requirements outlined in the job description and person specification.

Submission of Applications

Completed applications must be submitted by the stated closing date. Applications should be sent via the secure portal within My New Term.

Shortlisting

All applications will be assessed against the person specification for the role. Shortlisted candidates will be contacted directly with details of the next stage of the selection process.

Interview and Selection

The selection process may include a combination of interviews, practical tasks, lesson observations, or assessments relevant to the role. Candidates will be given advance notice of the format and requirements of the day. If you have any specific access or support needs, please inform us so reasonable adjustments can be made.

Pre-Employment Checks

All offers of employment are conditional and subject to the following:

- Satisfactory references
- Verification of identity and right to work in the UK
- Enhanced Disclosure and Barring Service (DBS) check, including checks against the Children's Barred List
- Verification of qualifications and professional status where applicable
- Completion of a health declaration
- Any further safeguarding checks deemed necessary in line with statutory guidance

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Recruitment processes follow safer recruitment guidelines and Keeping Children Safe in Education (KCSIE) statutory requirements.

Data Protection

Personal data provided during the recruitment process will be processed in accordance with current data protection legislation. Information will be used solely for recruitment purposes.