

Applicant Pack



Family Partnership
Lead



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



About Hathershaw College

'Together we Succeed'

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

We are an Ofsted recognised 'good' school, committed to high standards, and celebrating the diversity and uniqueness of everyone within our community. Our inclusive environment is built upon our core values, The Three Rs: Responsible, Respectful, and Ready to Learn.

Ofsted recognises that 'leaders have developed a broad and rich curriculum' for all pupils at The Hathershaw College. Our curriculum is designed to be challenging and diverse, ensuring students leave us with a wide range of knowledge. As a former technology college, most of our students take a technology subject for GCSE and this is a very successful area of the school.

The school has a successful personal development offer and is focused on developing the character of our students. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **EduRio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

Job Description & Person Specification

Main Purpose of the Post

The Family Partnership Lead plays a vital bridge-building role between the school, families, and external support agencies. The primary objective is to engage with parents and carers to overcome barriers to learning, improve student attendance, and support the overall well-being and academic success of young people during their secondary education.

Key Responsibilities:

- **Primary Contact:** Act as a dedicated, welcoming point of contact for families needing extra support or facing complex challenges.
- **Home-School Links:** Establish robust, trusting relationships with parents/carers, particularly those who are hard to reach or whose children are underachieving.
- **Home Visits:** Conduct home visits where necessary to assess student well-being, discuss attendance barriers, and offer direct support.
- **Parent Workshops:** Organize and facilitate information sessions and workshops for parents on topics like navigating adolescence, mental health, exam stress, and online safety.

Attendance & Intervention

- **Targeted Support:** Work closely with the Attendance team, safeguarding team and pastoral team to identify students who may be experiencing barriers to successful school engagement
- **Action Plans:** Collaborate with families to create bespoke support plans
- **Early Intervention:** Identify early signs of disengagement or distress and intervene before issues escalate into persistent absenteeism or behavioral concerns.

Safeguarding & Multi-Agency Working

- **Multi-Agency Collaboration:** Act as a liaison with external services, including Children's Social Care, CAMHS, youth services, and local charities.
- **Team Around the Family (TAF):** Attend and actively contribute to TAF meetings, Child in Need (CIN) reviews, and Core Groups.
- **Safeguarding Support:** Maintain a high level of vigilance regarding safeguarding, reporting any concerns immediately to the Designated Safeguarding Lead (DSL) in line with school policy.

Other Responsibilities inc safeguarding

- Comply with policies relating to child protection, health and safety, confidentiality and data
- protection, reporting all concerns to a nominated person.
- Help organise and manage parents' evenings and support the running of open days, induction
- days and events for students and parents.
- Organise year presentations during assembly time.
- Support the delivery of enrichment activities and trips including accompanying and
- supervising of students as needed.
- Ensure effective communication of all pastoral information and events including ensuring all
- events, visitors or trips (and all classes, teachers affected) are included in briefing notes.
- Supervise learners before school, at break, lunchtime and after school.
- Organise and deliver assemblies when required.
- Undergo and renew as and when appropriate Child Protection training and become a
- Designated Child Protection Officer.
- Undergo First aid training and renew as and when appropriate.

Requirements of All Academy Staff:

- To promote and uphold the Academy Mission Statement, values and strategic aims and
- objectives.
- To comply with Academy/Trust policies and procedures, including those relating to health and
- safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners
- regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Academy's Performance Management Review scheme and undertake
- professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour
- and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as
- agreed with the Principal or designated alternate.
- Relationship to other posts within the Academy

	Essential	Desirable	Method of Assessment
Education and Qualifications			
A minimum of English and Maths GCSE grade C/grade 4 or equivalent	✓		Application/Interview
A Levels		✓	Application/Interview
A Degree		✓	Application/Interview
Evidence of Continued Professional Development relevant to the position		✓	Application/Interview
A willingness to undertake training to meet the demands of the job	✓		Application/Interview
First Aid qualification or a willingness to undertake		✓	Application/Interview
Mental Health First Aid training or a willingness to undertake		✓	Application/Interview
Experience			
Leading/coordinating a team	✓		Application/Interview
Working in a school pastoral context	✓		Application/Interview
Experience working in a behaviour team in a secondary school	✓		Application/Interview
An understanding of school level attendance data and systems	✓		Application/Interview
Working actively in safeguarding as a DSL/DDSL/Family Support worker.	✓		Application/Interview
Working with young people and establishing positive working relationships with students	✓		Application/Interview
Working with external agencies		✓	Application/Interview
Managing time effectively and working without close supervision	✓		Application/Interview
Recent experience of holding a post with responsibility	✓		Application/Interview
Working in an urban complex environment		✓	Application/Interview
Experience of parental and community engagement		✓	Application/Interview
Skills and Attributes			
Set high expectations for students	✓		Application/Interview
Ability to foster good relations with pupils, parents, staff and outside agencies in order to promote inclusion	✓		Application/Interview
Perform well under pressure	✓		Application/Interview
Attitude to be outward facing and working with the community.	✓		Application/Interview
Confidence, resilience, creativity	✓		Application/Interview
Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others	✓		Interview/References
Accuracy and attention to detail.	✓		Application/Interview/References
Communicate verbally and in writing with a wide range of audiences	✓		Application/Interview
Work well on own initiative and as part of a team	✓		Application/Interview
Seek advice and support when necessary	✓		Application/Interview
Excellent administration and time management	✓		Application/Interview
ICT proficient, able to track all aspects of student progress via the school management information system	✓		Application/Interview
A commitment to the vision of the College	✓		Application/Interview
Experience working the Arbor MIS		✓	Application/Interview
Suitability to work with children.	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





THE
Pinnacle
LEARNING TRUST

**To find out
more or to
apply:**

pinnaclelearningtrust.org.uk
hr@pinnaclelearningtrust.org.uk

0161 287 8001

