



TRINITY ACADEMY

Emmanuel Schools Foundation

Early Help Co-ordinator

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

At Trinity Academy we are always delighted to hear from people who share our passion for delivering an excellent all-round education to young people. I am thrilled to see your interest in applying for the role of Early Help Co-ordinator.

We recognise that the success of our school depends on the dedication and enthusiasm of our staff. In return we can offer an exceptional working environment, excellent resources and the opportunity for professional development.

Emmanuel Schools Foundation has an inter-denominational Christian ethos, and we welcome applications from all sections of the community. What unites all people in the Foundation is our mission and core virtues, and we believe these values are relevant to all people, whatever their background.

The role represents an incredibly exciting opportunity for any candidate who is eager to be a part of an organisation that seeks to secure the very highest educational standard for every student. Likewise, our staff team benefits from excellent CPD and support which can be personalised to your particular needs and experience.

If you are passionate about supporting students and dedicated to educational excellence, and ready to make a difference in the lives of young people, we welcome your application for the role of Early Help Co-ordinator. Join us in our mission to create a brighter future for all learners.

Mrs V E Gibson
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

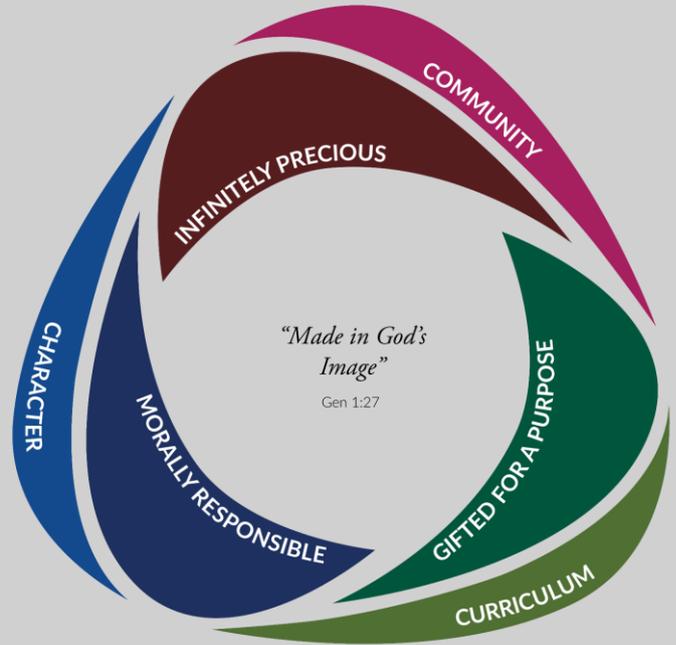
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

The Early Help Co-ordinator will lead and manage the school's early intervention and preventative support processes to ensure vulnerable students and families receive timely, appropriate support. The postholder will act as a key link between the school, families, and external agencies to reduce barriers to learning, improve attendance, and promote positive wellbeing and safeguarding outcomes.

The role contributes to the school's safeguarding culture and statutory responsibilities in line with national safeguarding guidance and local authority Early Help frameworks. This is not a statutory social work role and does not replace the responsibilities of the Designated Safeguarding Lead (DSL).

Key Responsibilities

1. Early Identification & Assessment

Identify students and families who would benefit from early help intervention.

Undertake Early Help Assessments (EHA) and coordinate support plans.

Work collaboratively with pastoral teams to ensure assessments are robust and rigorous.

Monitor, review and evaluate the impact of interventions.

Maintain accurate, confidential and up-to-date records in line with safeguarding policies.

2. Case Management & Multi-Agency Working

Act as Lead Professional for identified cases.

Coordinate and chair Team Around the Family (TAF) meetings.

Liaise with external agencies including:

Children's Social Care

Early Help services

Health professionals

Youth services

Local Authority services

Voluntary and community organisations

Escalate concerns in line with statutory safeguarding procedures when required.

3. Safeguarding & Child Protection

Work closely with the Designated Safeguarding Lead (DSL) and Safeguarding team to support safeguarding processes.

Contribute to child protection referrals and attend strategy meetings where appropriate.

Support families to understand safeguarding processes and expectations.

4. Attendance & Engagement

To work closely with the attendance manager to support attendance management procedures.

Support students with persistent absence or those at risk of exclusion.

Work with teaching staff, pastoral and attendance teams to remove barriers to school engagement.

Deliver targeted interventions to improve resilience, behaviour and emotional wellbeing.

5. Family Support

Build positive, trusting relationships with parents/carers.

Offer practical advice and guidance around parenting, routines, boundaries and access to services.

Signpost families to appropriate support within the local community.

6. Record Keeping & Compliance

Maintain accurate case records in line with GDPR and safeguarding requirements.

Produce reports for senior leaders and governors when required.

Contribute to audits and inspections as appropriate.

Promote parental engagement in education as a protective factor in improving outcomes for young people.

Maintain timely progression of Early Help cases by completing assessments, reviews and referrals within agreed timescales and monitoring deadlines effectively to ensure positive audit outcomes.

- Any other duties as required by the Principal.

Emmanuel Schools Foundation is committed to the safeguarding of children and all staff are expected to ensure that the Trust and its schools are safe and secure environments for students by observing the relevant and established Safeguarding policies and procedures.

THE PERSON

Essential Qualifications & Experience

GCSE English and Maths Grade 4 or equivalent.

Relevant qualification in safeguarding, social care, youth work, education, or related field.

Experience working with children, young people and families in a school or community setting.

Knowledge of safeguarding legislation and statutory guidance, including *Keeping Children Safe in Education* and *Working Together to Safeguard Children*.

Essential Skills & Knowledge

Strong understanding of early intervention and preventative services.

Excellent communication and interpersonal skills.

Ability to manage a caseload effectively.

Strong organisational and record-keeping skills.

Ability to build professional relationships with families and external agencies.

High levels of resilience, discretion, and professionalism.

Desirable

Experience in a secondary school setting.

Safeguarding training (Level 3 or above).

Knowledge of local authority early help processes

Experience of completing Early Help Assessments and leading multi-agency meetings

Key Competencies

Empathy and emotional intelligence

Professional curiosity

Problem-solving and solution-focused approach

Ability to work independently and as part of a team

Commitment to safeguarding and promoting the welfare of children

Personal Qualities

We are looking for an individual with exceptional personal integrity, resilience, and self-motivation. The successful candidate will demonstrate high levels of discretion, honesty, reliability, and self-awareness, with a strong moral compass and intuitive judgement.

A conscientious and diligent work ethic is essential, along with the ability to remain calm and consistent in upholding high expectations for student behaviour and fostering a respectful, authoritative learning environment.

You will be proactive and resourceful, bringing a creative and insightful approach to problem-solving, and willing to take a hands-on role when needed. The ability to work independently, prioritise under pressure, and remain flexible in a dynamic environment is key.

A commitment to the Academy's Christian ethos and educational mission is expected, alongside the physical and mental resilience required for the demands of this role. Discretion and confidentiality must be maintained at all times.





APPLICATION DETAILS

Vacancy Details

Salary Scale: 12

Actual Annual Salary: £24,820.00 per annum (0.87% FTE, Full Time Equivalent)

Start date: ASAP

Location: Trinity Academy, Thorne, Doncaster, DN8 5BY

Working Terms: Permanent, 5 days per week (37.5 hours per week), 8.00am to 4.00pm. Term Time plus 5 additional days

Closing date: Tuesday 23 March 2026, 9.00am

How to apply:

For further information and to apply, please visit [WORK WITH US | Trinity Academy](#) or email recruitment@trinityacademy.org.uk. A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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