



Orbis  
Education  
Trust



Southfield School



# **Southfield School**

## Orbis Education Trust

**Family Support Worker**

**RECRUITMENT PACK**

January 2026

# About Orbis Educational Trust

**Orbis Education Trust** was founded in September 2021 and comprises of:

**Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

**Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

**Hunsbury Park Primary School**, 4 – 11 years of age, 351 pupils, (Ofsted rating – Good, September 2022).

A fourth school will soon join the Orbis family; **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills. In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of students, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

## Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;



## JOB DETAILS

**POST OF:**

Family Support Worker

**AT:**

Southfield School, Orbis Education Trust

**SUMMARY OF ROLE:**

You will play a vital role in supporting our students and their families, helping to break down barriers to learning and ensuring every child has the opportunity to thrive.

**COMMENCEMENT:**

As soon as possible

**CONTRACT TYPE:**

Permanent, part time.  
200 days per year (188 days term time plus 12 days),  
32.5 hours per week, 8.30am to 3.30pm Mondays to Fridays

**SALARY:**

Orbis Scale 11-14 (£25,824 to £26,970 FTE).  
Actual pro rata salary £20,197.44 to £21,093.75

# Joining Southfield School

**Southfield School has an enviable reputation, both locally and nationally, due to our established culture of high aspiration, high expectations and sustained academic achievement.**

We are committed to providing a world class education that focuses on every student achieving their potential through a challenging and balanced curriculum, set within a calm, safe and stimulating learning environment. This is underpinned by our commitment to develop life long learning habits and personal characteristics through our shared values of optimism, resilience, balance, individuality and synergy.

We are preparing all of our students for a world of exciting possibilities. We believe that our school provides something unique and the perfect environment in which to flourish and grow.

At Southfield School, we want to instil certain habits and attitudes to enable our students to be more confident in their own learning ability. By becoming more effective learners, students will better concentrate, think harder and find learning more enjoyable.

Whilst exam results are exceptionally important we believe that it is also our duty to support our students to become lifelong learners.

From the very first day of year 7 we promote the idea that all Southfield students should aspire to be high level learners.

There is a vibrancy and an energy across our school. We firmly believe that Southfield School is successful because we work so well with each other.

Our commitment to staff development and well-being is structured so that our students receive the very best every day.

Southfield School aims to provide for the future needs of our students. Careers and types of employment opportunities are evolving continually. Some are yet to be created and so we see it as our obligation to prepare our students to be competitive in anticipation of the unknown. Therefore, our strong focus on academic attainment is equalled by our commitment to develop transferable skills and personal characteristics through the many opportunities we provide.

We provide an education that prepares our young people for a future in which they will need to be adaptable, resourceful and ethical in facing complex challenges. Being a Southfield School student will mean the chance to be successful and have a positive influence on the global community. We aim for all of our students to be able to make an impact and leave a positive imprint on the world. We nurture our students with the future in mind today.

Southfield School is justifiably proud of its well-developed enrichment programme. Every week students take part in our 'Electives' programme in which they enjoy a range of physical/adventurous, creative and cultural activities. There is a similarly wide range of clubs and fixtures and a wide range of school trips.

The Royal Navy Combined Cadet Force (CCF) Contingent is now well established and cadets enjoy a full programme of yacht and dinghy sailing, canoeing, kayaking and paddleboarding.

Finally, the Duke of Edinburgh (DofE) Award Scheme is well attended at all awards levels, bronze, silver and gold; the expeditions take place both on foot and in canoes.



## Family Support Worker

We are looking for a compassionate and dedicated Family Support Worker to join our school community. You will play a vital role in supporting our students and their families, helping to break down barriers to learning and ensuring every child has the opportunity to thrive. This rewarding role combines practical support with building meaningful relationships that make a real difference to the lives of children and families.

We would love to strengthen our effective Team with someone who has the ability to be flexible within a fast paced environment, with excellent interpersonal skills and the ability to adapt to new systems and processes.

We would like to appoint someone who can interact positively with our parents/carers, students, staff and visitors to the school, and who can demonstrate a firm commitment to supporting and developing every child.

In return:

- We invest in and support our aspirant and highly skilled staff, making it easy to access opportunities for continued professional development
- Our safe and nurturing environment enables staff to thrive
- We are a collaborative team working across the school and with wider Trust colleagues – sharing ideas, spreading best practice, supporting and challenging, and bringing out our very best.

The school was accredited as World Class in July 2021 and as such, we are committed to providing a world-class education for every student through a well-designed and balanced curriculum. Our established culture provides a calm, safe and stimulating learning environment.

Ethical leadership is at the core of all decision making at Southfield. Staff are valued, treated with respect and afforded a diverse range of opportunities that come with professional trust. We place significant emphasis on working collegiately as a staff to share our expertise and subsequently enhance the learning experience with our students. Every member of the staff is involved in a variety of professional learning programmes. With our Trust growing, we are likely to have many more career development opportunities coming up in future.

We would like the successful applicant to start as soon as possible.

To apply for this role, please visit <https://mynewterm.com/jobs/136976/EDV-2026-SSG-66403>

Closing date for applications: 9.00am, Monday, 9<sup>th</sup> February 2026. Provisional interview dates week commencing 9<sup>th</sup> February 2026.

If this role attracts sufficient interest before closing date, we may decide to close and interview this vacancy at an earlier date, so an early application is advised. If you want more info about the role, please contact us at [recruitment@orbismat.com](mailto:recruitment@orbismat.com) or 01536 513063

*Southfield School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.*



# Job

# Description

**Post Title:** Family Support Worker  
**Grade:** Orbis Pay Scale 11-14, £25,824.00 to £26,970.00 FTE. Actual pro rata salary £20,197.44 to £21,093.75  
**Hours:** 32.5 hours per week (8.30am - 3.30pm Mondays to Fridays), 200 days per year (188 term-time plus 12 days)  
**Responsible to:** Associate Assistant Headteacher

## Main Responsibilities:

### Working with Families

- Conduct home visits to families to assess needs, provide support and build positive relationships
- Work with families facing challenges such as attendance issues, financial difficulties, housing problems, health concerns or family breakdown
- Provide practical support including signposting to external agencies, food bank access, and assistance with benefit applications
- Deliver targeted interventions to support parenting skills and family wellbeing
- Supporting with phone calls home for vulnerable students who are not in school
- Maintain an 'open door' approach, ensuring families feel welcomed and supported

### Supporting Students

- Identify and support key students who would benefit from additional family support
- Work closely with students experiencing barriers to learning, including those with social, emotional or mental health needs
- Support vulnerable students through school transitions and during periods of change
- Complete ready to learn checks each morning with students who are late and use this opportunity to promote good attendance and punctuality
- Contribute to the development and implementation of support plans for identified students

### Multi-Agency Working

- Support the completion of Early Help Assessments in partnership with families and colleagues
- Make appropriate referrals to external agencies including social services, health professionals, housing teams and voluntary organisations
- Liaise with external agencies to ensure coordinated support for families
- Attend safeguarding meetings as required to share information and support planning

### School Food Bank

- Manage and oversee the school food bank, ensuring it operates effectively and with dignity
- Assess family needs and coordinate food bank provision
- Maintain appropriate records and restock supplies as needed
- Build links with local food banks and community resources

### Working with School Teams

- Collaborate closely with teachers, the pastoral team, SEND team, and attendance officers
- Provide advice and support to school staff regarding family circumstances
- Contribute to whole-school safeguarding procedures and practices
- Attend relevant staff meetings and training sessions

### Record Keeping and Administration

- Maintain accurate, confidential records of all interventions and contacts
- Prepare reports for meetings and external agencies
- Monitor and evaluate the impact of interventions
- Ensure all safeguarding procedures are followed and recorded appropriately

### Other

- Undertake relevant training to develop knowledge and skills
- Promote the school positively within the community
- Support inclusion by staffing the internal exclusion room
- Carry out other reasonable duties as requested by the Headteacher
- Some flexibility may be required for occasional early morning or late afternoon appointments to meet family needs

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or the school's Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

While every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

# Person Specification

Attributes		Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• English and Maths GCSEs at grade C/4 or above or able to demonstrate ability to work at that level</li> <li>• Able to demonstrate practical ability with the use of computers and school information management systems</li> <li>• Valid driving licence</li> <li>• Ability to drive a minibus</li> </ul>	✓ ✓ ✓	✓
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people, ideally in a school setting</li> <li>• Experience of working with challenging students</li> <li>• Experience of using a range of behaviour modification techniques</li> <li>• Working with other agencies, parents/carers</li> </ul>	✓	✓ ✓ ✓
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Able to communicate effectively and deal with students, parents and colleagues sensitively</li> <li>• Able to respect confidentiality</li> <li>• Able to work flexibly, adapting to changing circumstances</li> <li>• Able to work effectively within a team</li> <li>• Able to deal with conflict</li> <li>• A flexible approach to work to meet the demands of the role</li> <li>• Professional and confident approach</li> <li>• Able to use initiative and seek advice as necessary</li> <li>• Able to stay calm under pressure</li> <li>• Ability to demonstrate a positive and consistent approach with a commitment to achieving</li> <li>• Achieve success both for yourself and those students for whom you have responsibility.</li> <li>• Willing to train and develop skills.</li> <li>• Ability to use initiative and make sensible decisions when necessary.</li> <li>• Sense of humour</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Suitability to Work with children	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked. Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>	✓ ✓ ✓	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities. Commitment to equal opportunities in the delivery of the curriculum.</p>	✓ ✓	