



LEARNING
ACADEMIES TRUST

FAMILY SUPPORT ADVISOR AND SAFEGUARDING OFFICER RECRUITMENT PACK

MAYFLOWER COMMUNITY ACADEMY

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 Mayflower Community Academy

Executive Headteacher: Mr David Sammels

Location: 41 Ham Drive, Ham, Plymouth PL2 2NJ

Approximate number of students: 440

Approximate number of staff: 80



Message from the Headteacher

We are delighted to welcome you to our forward-thinking school. Our staff are committed in their role of creating the most inspirational opportunities for our pupils and their families. Each school role plays an important part in supporting our wider team to do just that. Mayflower routes itself in informed educational practice and plays a pivotal role in both local and national research and development. We pride ourselves on developing leaders who strive to develop the talents and interests of our community. We look forward to meeting new members who can take us even deeper into this work. We welcome your application. Together we can...

David Sammels, Executive Headteacher

Family Support Advisor and Safeguarding Officer Job Description

Location	Mayflower Community Academy, Plymouth
Responsible to	Headteacher
Terms of contract	Permanent
Salary FTE	Grade D
Actual annual salary	£23,650-£26,045
Hours/weeks	37 hours per week / 40 weeks per annum
Closing date	4 th September 2026
Proposed interview date	tbc
Anticipated start date	asap

Key Purpose & Anticipated Outcomes of Post

To support the overall Academy Improvement Plan and priorities by supporting parents to engage and thrive in an academic environment. To ensure that families are best able to support their children's learning. To ensure that pupils are kept safe and agencies are liaised with to ensure families remain safeguarded.

Family Support Advisor and Safeguarding Officer:

- 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
- Responsible for manual and computerised information systems and data held about pupils and parents
- 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 and reduce the number of exclusions
- Convey the views of parents in the neighbourhood in partnership with agencies supporting families
- Contribute to the review and assessment of the development of work in the Family Support Advisor
- May be required to demonstrate own duties to new starters or less experienced members of staff
- Attend Parent Consultation Evenings and Governors / staff meetings as required
- Attend multi agency meetings
- Co-ordinate and support extra curricular/extended services for families in line with the school's improvement plan priorities and ways of engagement
- Work in partnership with colleagues across agencies to build services that develop the talents and interests of members of the community
- To organise and lead on parent/pupil inductions and school tours
- Coordinate volunteer access in school
- Support home visits for e.g. nursery and reception visits
- Support leadership in facilitating community events and conferences

Safeguarding

- Safeguarding Officer and parent liaison
- To follow Mayflower Community Academy safeguarding policies and ensure correct action is taken to safeguard pupils by following procedure and liaising with agencies
- Coordinate and produce safeguarding related welfare and child protection reports and collate key safeguarding information
- Coordinate and lead key multi agency safeguarding meetings such as EHATs. Assess and review the progress and impact of safeguarding intervention and family support

Conduct

- To act in a professional and confidential manner with all school information
- 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

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

- 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 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 duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The above list of duties is 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.

Person Specification

Area	Job Requirements		Evidence
Qualifications and Professional Development	• Educated to GCSE level or equivalent with a minimum pass in both Maths and English GCSE or equivalent	Essential	A,C
	• Knowledge and experience of local and national safeguarding and child protection procedures	Essential	A,C
	• Awareness of, and compliance with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	Desirable	A,C
	• First Aid Qualification	Desirable	A,C
Experience and Knowledge	• Sound working knowledge of Microsoft Word and Excel	Essential	A,I
	• Proficient in email	Essential	A,I
	• Understanding of educational systems and services	Essential	I
	• Knowledge of the Management Structure, ethos and expectation of the school	Desirable	A,I

Abilities & Skills	• A strong understanding of IT and software pack • Excellent communications skills to establish 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	• 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 • Smart and professional appearance • Willingness to be flexible with working hours to respond to the needs of the school. • Able to use own initiative	All essential criteria	I,R

Key to Evidence:

- A** Application Form and Letter
C Certificates
I Interview
R References

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.