



Application Pack

Family Support Worker



Job Title	Family Support Worker
Salary & Grade	G8 SCP 24-27 £22,815-£24,624 (FTE £35,412-£38,220)
Contract	27.5 hours per week plus 5 insets, permanent
Reporting to	Executive Headteacher / Head of School
Start Date	ASAP

Dear Applicant

Thank you for your interest in the role of Family Support Worker.

If you are an ambitious, talented and highly motivated Family Support Worker with a passion for ensuring children learn and achieve, and if you work hard and have the drive and energy to make a difference to children's lives and their learning, then Kings Meadow Academy could be the school for you!

King's Meadow Academy is an average sized school and joined Waterton Academy Trust in 2018. The Trust consists of 16 primary phase schools, 4 Assessment Resource Units and 5 Pre Schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of the curriculum.

The school is committed to providing a stimulating, creative environment so that all children enjoy learning, make outstanding progress and reach their potential. By offering an engaging and language rich curriculum, the school is constantly striving to provide high-quality learning opportunities which challenge and inspire all our pupils.

This is an excellent opportunity for an ambitious and talented individual to take a key role in our team. We are looking for someone with a genuine passion for education – someone who is driven to make a difference to the lives of the children they work with.

We look forward to receiving your application.

Warm Regards,

Lauren Penny

Executive Headteacher

About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We believe that **success is a shared experience** – every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

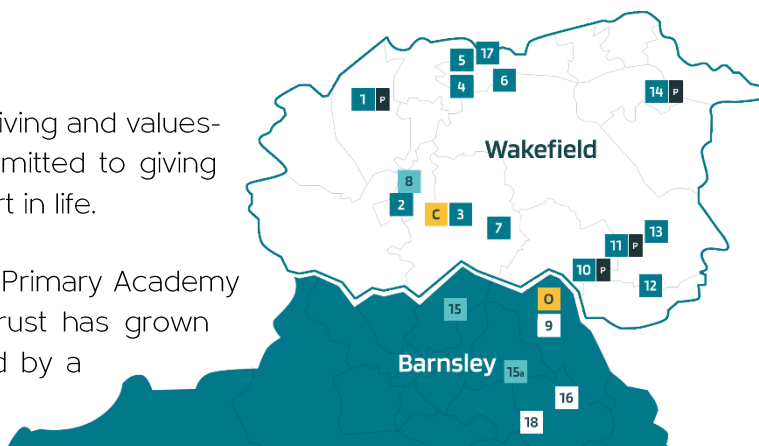
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

In response to local need, our first independent special academy – Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we have opened a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



Our Locations

Waterton Offices

C - Centre For Excellence
O - Operations Office

Waterton Schools

- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary
- 17 - Alfton Junior Academy
- 18 - Jump Primary Academy

Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision—centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.



About The School

Are you a classroom champion with the power to inspire? Do you have what it takes to engage, challenge, and motivate our amazing young people? Are you resilient enough to thrive in a supportive community school that's rapidly rising to excellence?

If so, we can't wait to hear from you!



King's Meadow Academy is a vibrant Primary School nestled in the heart of Kinsley. Since joining our Trust in 2018, we've undergone a remarkable transformation. Through the dedication and passion of our entire team, we've moved from challenging circumstances to a school that's making impressive strides in all key areas.

We're excited to offer an outstanding opportunity for a talented Family Support Worker.

Thank you for considering our school. Our leadership team believes in being accessible and supportive. We respect teaching as the sophisticated craft it is and invest significantly in professional development for all colleagues, whether you're just starting out or are an experienced educator.

Our curriculum is dynamic and immersive, designed to help children meaningfully connect with their learning. The wonderful children and families we serve are what give our school its unique character and make it such a rewarding place to work.

While our team is rightfully proud of how far we've come, we're just getting started! We have ambitious plans to ensure every child who passes through our doors has the best possible foundation for success here, at secondary school, and throughout life.

Ready to join a fast-paced, positive environment backed by supportive leadership and an innovative trust? We're looking forward to receiving your application!



King's Meadow has become the most friendly, welcoming and supportive school that I have taught at so far. The staff work as a team to provide the very best education for our children, and it is a privilege to be part of this. Each day, the children astound me with their enthusiasm, their politeness and how well-mannered they are.

Mrs Moore
EYFS Lead

At King's Meadow Academy, we've created a genuine transformation that you can feel the moment you walk through our doors. Our whole-school approach to behaviour has cultivated a calm, focused, and purposeful learning environment where children can truly flourish. As a highly inclusive school, we emphasize positive reinforcement with clear rewards and consequences—you should see how enthusiastically our children collect their Dojo points and use their Safe Hands around school!



We're constantly evolving to deliver exceptional learning experiences that capture imaginations and stretch abilities. Our refreshed curriculum isn't just designed by leadership—our teaching staff actively shape it and other key aspects of school life. This collaborative approach is at the heart of everything we do. We firmly believe (with full backing from our Waterton colleagues) that "collaboration is the stuff of growth."

Investment in our people isn't just talk—it's action. We currently have leaders pursuing NPQ qualifications and our first cohort of Teaching Assistants working toward Level 5 apprenticeships. We're active participants in the

Reading Fluency strategy, implementing evidence-based practices that make a real difference in the classroom.

Our passionate, dedicated staff team creates a space where children feel safe to be curious, reflective, and take measured risks—building the resilience they'll need throughout life. Our curriculum doesn't just deliver knowledge; it nurtures the whole child.

While our academic journey has been remarkable, we're equally focused on strengthening our community connections. Building positive relationships with parents and carers isn't an afterthought—it's essential to supporting each child's learning journey.



The children are amazing and make all our hard work worthwhile. It's a strong team who are dedicated to improving school opportunities for our children and families.

Miss R Peace
Class Teacher

We take pride in our strong parent partnerships and are committed to being a vibrant hub within our local community. At King's Meadow Academy, we're not just teaching children; we're helping shape the future of Kinsley.

Lauren Penny (*Executive Headteacher*)
Kerry Williams-Kendall (*Head of School*)

Why Choose King's Meadow Academy?

King's Meadow is buzzing with energy and packed with opportunity! There's never a dull moment in our vibrant school where fresh ideas take flight every day.

Our leadership team gets it—teaching isn't just a job, it's an art form. That's why we make sure our staff have the breathing room, tools, and backup they need to really shine at what they do.

You should see our positive reward system in action! It's not just something we talk about—our kids and staff have totally embraced it, creating an atmosphere where achievements (big and small) are celebrated all day, every day.

Our parents are genuinely amazing too. They've not only supported our journey but have become our biggest cheerleaders as they've witnessed the incredible changes we've made together.

We're heading somewhere special, and we want passionate, can-do people who don't give up when things get tough to join our team. If you bring your A-game and believe in making a real difference, you'll fit right in at King's Meadow Academy!



Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children's well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it's embedded in our decision-making. Our elected Children's Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton's Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.

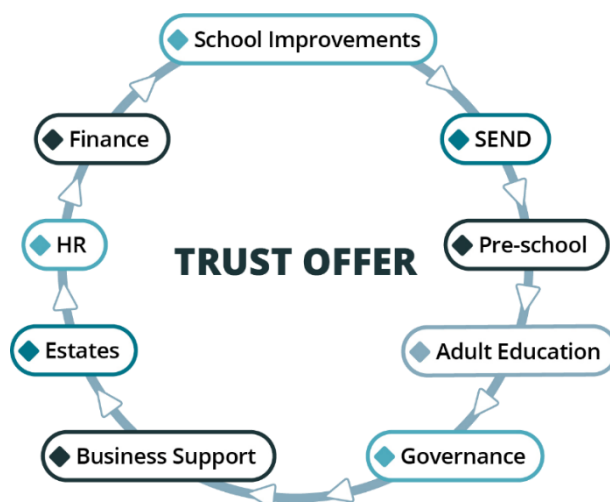


Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

To read about impact in 2025, please read our annual report to stakeholders on the Trust website.

<https://www.watertonacademytrust.org/academies/trust-performance/>

Job Description – Family Support Worker

Job Title	Family Support Worker
Reporting to	Executive Headteacher / Head of School
Grade	Grade 8

Main Purpose	• To take lead responsibility for safeguarding within the school (DSL). • To ensure the implementation of the school's Child Protection Policy and other safeguarding processes and procedures in addition to contributing to the school fulfilling its statutory duties with respect to s157 of the Education Act 2002, s94 of the Education and Skills Act 2008 and in addition to all other statutory documents e.g. Keeping Children Safe in Education, Working Together to Safeguard Children. • To contribute to effective partnership working between all those involved in providing safeguarding services for children. • To support staff to meet the needs of SEMH /vulnerable pupils. • To support SEMH/vulnerable pupils in order for them to achieve their academic potential. • To support parents/carers of SEMH/vulnerable pupils.
Key Responsibilities	<u>Safeguarding</u> • To be an active member of the school leadership team. • Update at least annually the school Child Protection Policy, ensuring that it reflects national and Trust procedures. • Ensure that all staff have access to and understand the schools Child Protection Policy and procedures. • Deliver safeguarding induction to all new school staff. • Deliver annual safeguarding updates to all school staff. • Contacts with internal and external senior management advising or persuading, on a range of complex problems, including changes in policy, and/or outside the Trust, giving professional advice on a range of complex problems. • Wide range of complex operational duties with regular referrals from colleagues. Required to analyse various factors when carrying out some duties. In addition, the job requires analytical and judgement skills where there is need to interpret information or situations and to solve varied problems or develop solutions or plans over the short term. • Preparation of more complex reports or tasks on a variety of subjects. • Frequently required to utilise planning, organising and innovative skills in areas such as devising new work methods and systems for operational tasks. • Respond appropriately to disclosures of abuse or other concerns which relate to the well-being of a child, in line with Trust and national procedures. • Where appropriate, refer concerns to the Local Authority children's social care or to other appropriate agencies and ensure that concerns are acted on. • Ensure that children who are victims of abuse are supported appropriately and sensitively in the school environment.

	• Maintain detailed, accurate, confidential, robust and secure written records in relation to welfare concerns and referrals. • To take a lead in CAF, LAC, CP and similar meetings. • Ability to advise, guide, counsel, challenge or persuade in order to obtain views and information when required. • To participate in the assessment of pupils being admitted to or returning to school, and to identify those who need extra help to overcome barriers to learning both inside and outside of the school. • Understand the importance of information sharing, both within school, with the three safeguarding partners, other agencies, organisations and practitioners. • Understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk to radicalisation. • To encourage a culture of listening to children and considering their wishes and feelings, among all staff, in any measures the school may put in place to protect them. • To work with the Head Teacher and teaching staff to help promote the educational outcomes of children who are or have experienced child protection/welfare issues. • To understand the unique risks associated with online safety and have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school. • The job requires predominantly technical or specialist knowledge, including an appreciation of theory. The jobholder needs advanced knowledge acquired through either education, vocational qualification, on the job training, or job-related experience. • The jobholder requires knowledge of a wide range of jobs and associated activities. Jobholders will generally need an extended period of relevant working experience to become fully competent and familiar with all aspects of the job. • Liaise with statutory agencies e.g. the Police and Social Care, and ensure they have access to all necessary information if requested. • To continue to develop knowledge and expertise in all aspects of legislation and national and local requirements affecting the safety and welfare of children and young people. • Take lead role in managing the transfer of Child Protection records and ensuring that any safeguarding and child protection records are obtained for new starters to the school. • Manage safeguarding data and produce safeguarding data reports as required. • Working as a member of school SLT and attending SLT meetings, and safeguarding team meetings after-school. <u>Health and Wellbeing</u> • Act as lead professional and coordinate Team Around the Family/Early Help meetings. • Attending child protection and child in need meetings, supporting families, liaising with external agencies, preparing and submitting reports including referrals to CSC where appropriate. • Support parents/carers which may include delivering 1:1 Parenting support/ applying for benefits/ translation/ accessing mental health support etc.
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	• Support the Inclusion Development Leader & SENDCo to apply for and implement EHCP plans in consultation with class teachers, parents or carers and external agencies including arranging annual reviews including sending relevant paperwork to parents and professionals. • Supporting class teachers to meet the needs of vulnerable pupils. • Liaising with medical professionals to arrange yearly medical care plans reviews (allergies etc) and arrange any necessary training for staff. <u>Attendance</u> • Working alongside the attendance lead at school liaising with the Trust and LA EWO. • Working alongside the attendance lead to provide support for vulnerable families where their child's attendance is a cause for concern. • Supporting with home visits including for first day absence and those children who are deemed vulnerable. <u>Parental Involvement</u> • Liaising with parents on an ad-hoc and needs basis when required - offering both social and emotional support, advice and direction to services. • Developing the levels of parental engagement across school through hosted events such as coffee mornings.
Additional Duties	• Full working knowledge and compliance with safeguarding / social care policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all. • Working knowledge of the education sector. • Contribute to the overall ethos/work/aims of the Trust and member academies. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required.
Expectations of All Employees	• Represent and promote Waterton Academy Trust values internally and externally • Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust • Deliver your day-to-day duties consistently with the agreed service level • Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding • Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role • Undertake other duties commensurate with the job level • Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct

Additional Information	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Working Conditions	School based, home visits will be required. The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour. The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder. The post will also likely require unsociable working hours if liaising with outside agencies such as CSC when a safeguarding incident occurs.
Characteristics of the Post	Employees are encouraged to participate in training activities in order to enhance their own personal development. The employment checks are required: • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Person Specification – Family Support Worker

AF: Application Form
OT: Occupational Task

CQ: Certificates/Qualifications
I: Presentation

I: Interview
R: Reference

Qualifications	Essential	Desirable	Assessed
Level 2 Maths and Literacy	X		AF/CQ
Level 4 qualification or equivalent experience	X		AF/CQ
Designated Safeguarding Lead certificate	X		AF/CQ
PREVENT Training		X	AF/CQ
Evidence of Further Training Regarding Peer-On-Peer Sexual Abuse	X		AF/CQ
Experience	Essential	Desirable	Assessed
Substantial, in-depth and current involvement' knowledge in working with a range of external agencies, policies and protocols	X		AF/I
Substantial and current experience in leading CAF/TAC/CIN meetings	X		AF/I
Substantial and current experience in supporting all staff in meeting the needs of vulnerable children	X		AF/I
Substantial and current experience of working with parents and vulnerable children	X		AF/I
Experience of working under the new SEND code of practice in a primary school.		X	AF/I
Experience of leading staff and/or teams in relation to safeguarding	X		AF/I
Experience in providing successful and effective leadership in School in a similar community/facing similar challenges	X		AF/I
A good level of local & community		X	AF/I
Experience of designing and delivering safeguarding and related training and induction for staff	X		AF/I
Substantial and current experience of advising and leading on complex safeguarding issues	X		AF/I
Experience of supporting attendance strategies across a school setting	X		AF/I
Experience of liaising with healthcare professionals, managing and reviewing medical care plans, and delivering training to staff to support pupils with medical needs.	X		AF/I
Skills	Essential	Desirable	Assessed
Ability to come into contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder	X		I
Knowledge	Essential	Desirable	Assessed
Good numeracy/literacy skills	X		AF/I
Use of Technology e.g. ICT	X		AF/I

Data Protection issues	X		AF/I
To have deep knowledge and understanding of safeguarding in relation to the education sector	X		AF/I
A robust understanding of peer-on-peer sexual abuse	X		AF/I
To be able to effectively use school systems and policies to monitor and support the safety and welfare all students and staff at the school	X		AF/I
To have experience/training in CPOMs	X		AF/I
Ensure pupil's needs are met through effective TAC and CAF actions	X		AF/I
To work as part of the SLT in providing a clear vision and direction for the development of Safeguarding	X		AF/I
Personal Attributes	Essential	Desirable	Assessed
To develop and maintain an open, supportive and cooperative relationship with all staff in school which will help to promote excellence and expand learning in school	X		I
To be able to demonstrate an understanding, awareness and empathy for the needs of the children within school and how these could be met.	X		I
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	X		I
To be a leader of Safeguarding by professionally demonstrating, promoting and encouraging effective staff and children well-being at all times	X		I
To establish professional relationships with all members of the school community and have a sensitive understanding of personal issues.	X		I
Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others	X		I
Resilience and the ability to remain calm in difficult situations	X		I
Demonstrate personal and professional integrity, including modelling values and vision.	X		I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Next Steps

For further information about the opportunity please contact the school office on 01924 967607 or kingsmeadowoffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Monday 7th September 2026 – midday

Shortlisting: Tuesday 8th September 2026

Interviews: Wednesday 16th September 2026

Start Date: ASAP

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.