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Academies Trust

Our Family Support Worker will make a real difference to the lives of young people with Special Educational Needs and Disabilities in our academy, by providing a high quality provision to the Senior Leadership Team.

Integral to ensuring that our young people achieve their full potential, our Family Support Worker will work closely with Classroom Teachers, the Senior Leadership team and families to secure an outstanding education and learning experience for pupils.

So, if you have an understanding of, or an interest in meeting the needs of young people with disabilities and enabling them to thrive, then we'd love to hear from you.

As a colleague at Co-op Academies Trust, you'll work within a diverse learning community, striving to deliver an outstanding working and learning experience for all. You will be joining a supportive, committed, and passionate team who work hard to ensure that everyone in our Trust can achieve their potential. And of course, you'll do all this whilst capturing the spirit of our vision and values and whilst role-modelling exceptional professional behaviours.

## The Application Process

**Closing date for applications: 9am Monday 2nd June 2025**

**Interview Date: Thursday 5th June 2025**

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

## Benefits

What you do here really counts. And we offer a range of benefits and rewards to recognise the part you play in our success. Whether they benefit your finances, your wellbeing, or your family, in or outside work. From career progression and working and making a difference within your local community, to a whole range of financial discounts and benefits, working at Co-op Academies Trust isn't just your standard job.

We offer competitive salaries and access to the Local Government Pension Scheme, as well as travel season ticket loans, 24-hour access to free money support, and for colleagues who want to save or need help managing finances we have savings and loan products which can be deducted from your pay.

We want you to stay happy and healthy. So as a support staff colleague you'll get the school holiday periods off work. And even better, we offer a free flu vaccine, cycle to work scheme; 24-hour access to free health and wellbeing support and discounted gym membership at Nuffield gyms.

We also offer a 10% discount on Co-op branded Food, with regular increased promotional discounts and offers at various points in the year.

## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help	we support learners, parents, carers and staff to help themselves
Self-responsibility	we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
Democracy	we give our learners, parents, carers and staff a say in the way we run our schools
Equality	we believe that the voice of each individual should be heard
Equity	we run our schools in a way that is fair and unbiased
Solidarity	we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness	we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances
Honesty	we act in a professional and respectful manner in our dealings with everyone
Social responsibility	we maximise our impact on the people in our communities while minimising our footprint on the world
Caring for others	we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Job title: Family Support Worker

Salary / grade range	C3- SCP 19-22 All Year Round Actual Salary- £31,067- £32,654
Location	Co- op Academy Brierley Cross Green Lane Leeds LS9 0BA
Reports to	Assistant Headteacher

## Purpose of role:

To work with parents and their children in their homes, or in school and in groups to increase the skills, confidence and abilities of all family members to live their daily lives in a positive and safe way.

## Key accountabilities:

### Responsibilities

- Manage the delivery of the family support service in line with the school plan and budget.
- Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance.
- Advise on effective family support for school staff and families and disseminate good practice.
- Prepare reports for the Senior Leadership Team and Governing Body; ensure maintenance of accurate and factual records.
- Manage caseloads and maintain casework documentation.
- To be a Designated Safeguarding Officer within the school.
- To offer emotional and practical support to parents and their families, in their own homes and in the community.
- To offer a whole family centred approach to families with complex needs and those requiring early help.
- To build a trusting relationship with the parents and young people to help alleviate or break their social isolation and increase capacity.
- To build knowledge and understanding of local resources and community services including, Mental Health Teams, Social Services, Health, CAMHS.
- To work alongside colleagues to assess the needs of the families referred for support and participate in the reviews and evaluation of work.
- Liaising with teaching staff, families and other agencies to provide support to enable them to overcome barriers to learning, with an awareness that outside factors affect well-being and learning.
- Work as a team with teachers, Leaders, pastoral staff and other members of school staff in order to assess individual needs of each targeted pupil.

- Manage an active caseload of children and their families, responding to variations in demand and need and act in the role of lead professional and arrange, attend and chair Team Around the Family meetings and complete the Early Help Assessment as required for children on your caseload where the assessment shows the main focus of the Early Help to be support around the family.
- To develop a 1:1 relationship with pupils requiring particular support and their families with the aim of addressing points defined in their provision plan and engaging them with activities and opportunities.
- Undertake home – school liaison activities, in order to secure positive family support and involvement and address.
- Provide parental workshops/ meetings to share and support families.
- Deliver direct, hands-on, time limited and monitored interventions with targeted children. Model appropriate techniques and strategies and use specific techniques, programmes and activities to support these children. Challenge and support others within our setting with regard to inclusive practice.
- To network with other family support workers and share best practice within school, as appropriate.
- To network with other staff within the cluster and beyond to share good practice and direct pupils to extended services.
- Maintain effective records of interventions, details of support provided and analyse and present evidence related to these targets, including case summaries after interventions are ended, so that all documentation is accurate and up to date.
- Work with multi agencies to ensure that every opportunity is used to gain support and resources to ensure that all our young people feel, and are, safe.
- To work with existing teams, parents and agencies to ensure that Safeguarding policy practice and provision is implemented successfully.
- Address concerns at the earliest possible stage (cause for concerns).
- Liaise with Social Care and therapists to ensure we are meeting the needs of at risk students.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within school and the Co-op academy trust
- Report to, attend, lead or participate in relevant meetings, case conferences and strategic panels as relevant and as required by the line manager.
- To work flexibly as required by the needs of the service and carry out any other reasonable duties as required.

*Note: whilst we've tried very hard to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. A document such as this does not permit every item of the day-to-day role to be specified in detail, particularly as this will vary depending on the specific needs of the pupil(s) you are working with.*

*Also, roles will naturally evolve and job descriptions will be reviewed with jobholders and updated periodically to reflect this.*

#### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test

		(T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths</li> <li>NVQ 3 for Teaching Assistants or appropriate level of experience of operating in the classroom environment</li> <li>Designated Safeguarding Lead Training</li> </ul>	E E D	A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of dealing with queries from a wide range of people</li> <li>Experience of working as part of a team</li> <li>Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care</li> </ul>	E E D	I I I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Can use ICT effectively to support learning</li> <li>Ability to organise, lead and motivate others</li> <li>Ability to relate well to children and adults</li> <li>Constantly improve own practice/knowledge through self-evaluation and learning from others</li> <li>Understanding of statutory frameworks relating to teaching</li> <li>Experience working with children of relevant age in a learning environment.</li> <li>Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies</li> <li>Good understanding of child development and learning processes</li> <li>Full working knowledge of relevant policies/codes of practice/legislation</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>Training and understanding of the impact of trauma on child development</li> </ul>	E E E D E E E E E D E	A I I I A A I I A I A
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.</li> <li>An ability to respect sensitive and confidential work.</li> <li>Commitment to own personal development and learning.</li> </ul>	E E E	I A I

*Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.*

*All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*

*Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.*