



**PART TIME
FAMILY SUPPORT WORKER
REQUIRED FOR
SEPTEMBER 2024**

**Recruitment
Information Pack**



Contents

p2-3	Welcome letter from the Headteacher
p4	Advert
p5-6	Job Description
p7	Personnel Specification




Timeline of Recruitment Process

Closing date for applications: **Thursday 11th July at 12pm**

Shortlisting: **Friday 12th July**

Interviews: **Week beginning 15th July**

St Francis Catholic Primary School

 Myers Lane, Bradford BD2 4ES
 Tel: 01274 638520
 Email: office@fra.bcwcatholic.co.uk
Headteacher: Mrs A Haines
Deputy Headteacher: Miss S Burgess
Website: <https://www.stfrancis.bradford.sch.uk>
Twitter: @stfrancisbrad



**Together we are exploring our special gifts;
Together we are growing closer to God**

Dear candidates

Thank you for your interest in joining St Francis Catholic Primary School. I would like to give you an overview of our wonderful school so that you gain an insight into life at St Francis. However, I really recommend that you make the time to come and visit us, as it is only when you walk through the doors that you really get to know and feel what we're all about.

CONTEXT

St Francis Catholic Primary School takes in children from the local Bradford parishes of Our Lady Immaculate & St. Francis, as well as Catholics from further afield. We also serve the neighbouring communities, which includes children from various socio-economic, ethnic and religious backgrounds. Approximately 65% of our children are baptised Catholics.

We are a one form entry school and have approximately 245 children on roll. We have an Early Years Foundation Unit where up to 26 children are admitted into our Nursery, either full time or as mornings/afternoons only and our admission numbers in Reception Class are 30. Our school is very popular in our local community. Year on year, we receive well over a hundred applicants for our Reception Class. To meet the needs of our families, we operate our own wrap-around care through our Breakfast Club and After School Club.

St Francis is officially situated in Eccleshill but is very close to Undercliffe, Greengates and Idle. We are very blessed to have extensive grounds, of which we take advantage of through our bespoke outdoor and adventure curriculum. But there is so much more we want to do with our outdoor area, so watch this space...!

OUR CATHOLIC ETHOS

We aim to provide a high quality Catholic education, in a safe, stimulating environment with a happy, purposeful, calm atmosphere where there is enjoyment and pride in individual and collective success.

St. Francis is a friendly, warm and welcoming place where, by ensuring a Catholic atmosphere and following the Gospel values shown to us by Jesus, we provide the opportunity for pupils to achieve their potential. We make it our mission every day to enable and empower every child to explore and develop their special gifts so that they grow alongside others as children of God.

CURRICULUM AND LEARNING

Our St Francis curriculum is very important to us. We are passionate about designing our curriculum to meet the needs of all our children. Consequently, we are constantly evaluating, amending and refining it to ensure it engages our children and enables them to make progress not only in their learning but also in their character.

Providing a wealth of opportunities to everyone is something we are passionate about, which is why we strive to offer a wide range of extra curricular activities from archery to singing and from football to gardening. We are always looking for new pursuits for our children so that they stand the best chance of discovering their special gifts in their time with us.

INSPECTION

St Francis was last inspected in January 2018 and was judged as 'a good school where pupils feel completely safe in the school's warm and friendly atmosphere... pupils make good progress because they are taught well and take pride in what they are able to achieve.' Closely following this, we had our Section 48 inspection, in which we were judged to be 'an Outstanding Catholic School'. Other external benchmarks which reflect our concern for the wholeness of our pupils' lives are our One Education Bronze and Silver Reading Awards and our Music Mark Award.

OUR STAFF TEAM

We are lucky to have a staff team full of professionals who are dedicated to our children and families. Being part of a team, in which everyone plays their part, is very important to us. We are very open, friendly and very supportive of each other. We have lots of fun, laughs and the occasional tear in pursuing our common aim of doing the best for all our children at all times. Our staff are unwavering in their pursuit of ensuring our children are safe, happy and learning.

The leadership team at St Francis are aspirational, creative and dynamic. We believe in innovation and we use our energy and drive to support our vision of being outstanding in everything we do every day. We are looking for candidates who can be supportive of this journey and are prepared to work as a team where togetherness and our Catholic ethos anchors us. We are passionate about the outcomes that our children achieve and are working towards our school being a beacon of strong practice where we educate the whole child.

OUR CHILDREN AND FAMILIES

I have purposely saved the best till last! Our children are very special human beings who need and deserve the very best staff team to bring out their full potential and find their special gifts. They are eager, inquisitive and bring all kinds of qualities and interests to the table, making St Francis the vibrant and exciting school it is. Involving parents, carers and families in our children's education is very important to us. We know that through building strong partnerships and relationships with families, our children can really flourish in their learning and as human beings. We find every opportunity to invite families into school and be part of their learning journey.

I look forward to showing you around our school and reading your application.

Yours sincerely

A K Haines

Mrs Andrea Haines
Headteacher



Diocese of Leeds



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FAMILY SUPPORT WORKER REQUIRED FOR SEPTEMBER 2024

Fixed term position
(1.9.24-31.8.25 in the first instance)
Salary: NJC Scale 4, SCP 7-11
(depending on experience)

15 hours per week

(working pattern negotiable)

£8,253.39 – £8,825.84

**Are you a compassionate, patient
and nurturing person?**

**Do you want to work in a primary
school with a happy, family feel
and hardworking staff?**

Then this is the place to apply.

HOW TO APPLY

Application details are available from the school office and visits by appointment with our Headteacher, Andrea Haines, are encouraged and most welcome.

Closing date for applications:

Thursday 11th July at 12pm

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children.

The successful applicant will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020.

FURTHER INFORMATION

The Academy Councillors invite applications from candidates who fit the following bill:

VALUES

- Put children before anything else
- Supportive of our Catholic ethos
- Commitment to safeguarding and promoting the welfare of children
- Committed to working effectively as part of a team
- Willing to contribute to the wider school and its community
- Enthusiastic about working in partnership with parents/carers to secure the very best for our children

SKILLS

- Promote high quality support and intervention for pupils and families
- High levels of motivation and integrity
- Excellent interpersonal skills
- Caring, compassionate and patient in nature
- Ability to liaise effectively with outside agencies

In return, we offer:

- Fantastic children with bags of potential and enthusiasm for learning
- A very warm, welcoming and supportive staff team
- Senior Leaders who care about staff well-being and workload
- A whole school ethos and approach centred on building relationships with each other, our children and their parents/carers and families
- A commitment to providing opportunities and experiences to your ongoing professional development.

OFSTED SECTION 8 Inspection January 2018 said:

'St Francis continues to be a good school where pupils feel completely safe in the school's warm and friendly atmosphere... pupils make good progress because they are taught well and take pride in what they are able to achieve.'

The Diocese of Leeds SECTION 48 February 2018:

'St Francis Catholic Primary School is an outstanding school'



Job Description



RATIONALE

This job description is provided to assist you in understanding and appreciating the role that you play in school and the work content of your post.

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment..
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objectives of the Post:

To improve the life outcomes and opportunities for the children and their families of St Francis Catholic Primary School. This will be done by providing a range of family support interventions and activities.

Job Context:

To deliver universal provision of parenting-skills and focused family support.

To develop the social, emotional and mental health development of pupils at the school and for their families.

To give targeted individual support to families and carers.

To provide advice and signposting to enable families to access universal and targeted services.

Job Purpose:

Working preventatively with identified families to support early intervention by signposting support and guidance in times of change and stress.

Work directly with children and families; individually and in groups to provide practical support, advice and guidance around a range of issues.

Work with children who are at risk of exclusion from school by supporting them and their families.

To raise the attendance and punctuality levels of targeted children.

To work with other educational providers to support effective transition for vulnerable children and families.

To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.

The job holder may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Direct work with children and families:

To be a Deputy Designated Safeguarding Lead with a robust understanding of, and adhere to, agreed policies and procedures for child protection and safeguarding

Develop home/school links to encourage good communication between the school and families

Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops.

To have specific responsibility for attendance across the school

Support families to access information and benefits

Practical help and emotional support for families particularly at times of crisis.

Organising meetings and home visits at appropriate times with relevant children and families.

Organise and run weekly coffee mornings for parents/carers and toddlers

Organise nurture groups for targeted children to attend regularly

Coordination and liaison with others:

To liaise on a regular basis with the senior leadership team and appropriate staff to share and report information.

Identify and make referrals for children/families for initial assessment for Early Help and/or Children's Social Care

Attend Child In Need/Child Protection meetings and help to implement the safety plans put in place

Keep electronic & high-quality records of meetings and actions to be taken on our CPOMS system.

General:

To develop a whole school knowledge and understanding of how to support pupils at risk.

To attend meetings and deliver training as required.

Maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.

To work within equal opportunities and anti-discriminatory frameworks.

To take responsibility for own learning and professional development and to attend training as required

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

Intermediate Threshold Level

For this role the post holder is required to meet the Intermediate Threshold Level and should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions of Service

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead and/or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act
- Must be legally entitled to work in the UK.



Personnel Specification



Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of engaging and working with families.
Qualifications/ training		<ul style="list-style-type: none"> • NVQ Level 3 or above in Family Support, Social Work, Childcare, Play Work, Community Development or Children's Health • First Aid certificate. • Minimum of GCSE English and Mathematics at grade C or above (or equivalent). • Teaching, Counselling or equivalent qualification. • Degree qualification relevant to the post or working towards.
Knowledge/ Skills	<ul style="list-style-type: none"> • Knowledge of and ability to provide for children's development needs. • Skills in direct work with children and their parents. • Ability to promote positive parenting skills and self-esteem. • Ability to communicate fluently in English. • Ability to write detailed records and reports. • Sympathetic and understanding of situations involving high levels of family stress. • Basic computer skills (Microsoft Office, email and internet) 	<ul style="list-style-type: none"> • Community engagement skills. • Understanding of the issues related to disadvantaged sections of the community. • Working knowledge of child protection and safeguarding
Values and Characteristics	<ul style="list-style-type: none"> • A caring and pleasant approach to work and people. • A positive approach to difficult situations and challenges. • Ability to work both on own initiative and cooperatively as part of a team. • Ability to work in a non-discriminatory, sensitive and respectful way. • Patience and compassion in working with children and adults. • Commitment to community participation and to developing quality services. • Full, clean UK driving licence and use of a car for work purposes. 	