



INFORMATION FOR CANDIDATES

Huxlow Academy Family Support Worker Part-time (Fixed Term 6 months)

Contract: 22.5hrs per week/39 weeks per annum

Contracted Hours: Days to be agreed - 08:00am to 4.00pm (inc of 30 mins unpaid break)

Remuneration: Grade H/Points 14-21 Actual £14,971 - £16,797(FTE £28,624 - £32,115)



"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

www.tovelearning.org.uk

WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

We are currently embarking on an exciting phase of rapid improvement, driven by our unwavering commitment to excellence. Our core values of Respect, Ambition, and Pride guide us in our pursuit of continuous improvement and inspire us to set high standards.

We are committed to creating a learning environment that promotes excellence, encourages innovation, and supports risk-taking. Our teaching staff engage in ongoing professional development to ensure they are equipped with the latest research and teaching methodologies to enhance student learning experiences. Professional Learning and Development are integral to our ethos, with opportunities for growth and innovation available for all. We are striving to provide lessons that are engaging and tailored to meet the needs of our students through collaborative working. Through partnerships with schools within the Tove Learning Trust and beyond, our staff have access to the very best educational practices.

Despite being an incredibly rewarding place to work, Huxlow is an academy on an improvement journey, and this role would be crucial for accelerating the pace of change.

I invite you to explore our website, engage with our social media channels, and, most importantly, visit us to gain a deeper insight into life at Huxlow Academy. We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

Kim Isaksen

Headteacher - Huxlow Academy

An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

TOVE LEARNING TRUST SCHOOLS

📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Family Support Worker Job Advert



We are seeking to appoint a part time Family Support Worker. We are looking for a candidate who can support students and their families to overcome barriers to learning and attendance through the implementation of Early Help Assessments. The role will include working with other agencies and Academy staff, administration, and intervention to positively impact on our students.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people;
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone;
- Be passionate about supporting students and their families;
- Be able to demonstrate that they meet the requirements set out in the person specification;
- Be required to undergo an enhanced DBS disclosure check;
- Be eligible to live and work in the UK.

If you believe that you have these qualities, and are passionate about being involved in the growth of students, then we look forward to hearing from you.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Responsible to: SENDCo

Closing date: 9am - 25th April

Interview dates: TBC

Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

Family Support Worker Job Description

KEY RESPONSIBILITIES

ENGAGE WITH PARENTS, STUDENTS AND OTHER AGENCIES

- Work with the school and other external agencies to identify children and their families who demonstrate and emerging need in their social, emotional, and behavioural development.
- Engage with children, young people, and their families to provide early intervention with targeted support.
- Offer direct one to one and or group work to children and young people and their families including the facilitation and delivery of parenting groups.
- Work directly with parents in order to develop positive approaches to supporting their children's learning, including the promotion of good attendance and positive behaviour.
- Encourage good relations and effective dialogue between parents and teachers about children's progress.
- Offer a holistic support package to families in crisis including parent support, intervention, advice, and signposting to external agencies.
- Undertake joint work and interventions with families, schools, other practitioners, and outside agencies.
- Coordinate and evaluate the impact of therapeutic work on children's wellbeing.
- Lead on mental health provision across the school, including liaising with and referring to other agencies.
- Provide information and advice, guidance, and support to families in order to access services and develop parenting capacity.

- Liaise closely and develop collaborative working relationships with colleagues in other agencies including the Early Help Coordinator and Social Services, as part of integrated working
- Act as Lead Professional on Early Help Assessments
- Be responsible for keeping school staff informed of work being undertaken with the young person and the family, to offer advice and strategies for relevant members of staff.
- Provide transition support as necessary.
- Provide parent support opportunities/courses and classes and involved in the management and delivery of parent workshops and parent forums.

ADMINISTRATION

- Communicate effectively with a range of people, including children, parents, and professional colleagues via a range of media.
- Contribute to statutory reviews, child protection conferences and other meetings as required, reporting on work completed and providing written reports when required.
- Provide clear records of work undertaken and the impact of that work on children.
- Maintain accurate case files for children and families using the schools policy and procedures.
- Listen and interpret both the explicit and implicit messages that parents and pupils may reveal during conversations.
- Keep accurate records of contacts and activity.

Family Support Worker Job Description

HEALTH AND SAFETY

- Carry out risk assessments as necessary.
- Always promote good practice to students and staff.
- Understand and comply with Academy policies and procedures.
- Be conversant with appropriate legislation and procedures in relation to Child Protection in order that proper duty of care is maintained, all policies and procedures are observed and appropriate follow up conducted.

GENERAL

- Be flexible in approach to tasks and confidently manage situations in the best interest of pupils and their families.
- Focus on preventative and early intervention activities working in a school context where presenting needs are below the thresholds that trigger the involvement of specialist services and other agencies.
- Be committed to professional development relating to the post.
- Support all general Academy activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and 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 s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2024 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Family Support Worker Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Enhanced Disclosure and Barring	*	
Criminal Records	*	
Proof of Identity	*	
Medical Questionnaire	*	
Satisfactory References (2)	*	
QUALIFICATIONS		
GCSE English & Mathematics (Grade A*-C) or equivalent	*	
NVQ 3/Level 3 Diploma for Children and Young People or equivalent qualification in relevant field	*	
Degree in Social Policy, Psychology, Community Development, or similar related area		*
Counselling qualification		*
Training to deliver Triple P protective behaviours and other direct work interventions for children and their families		*
EXPERIENCE		
Substantial experience of working with families alongside children/young people in social care, educational, health or voluntary setting	*	
Evidence of partnership working across agencies to achieve joint outcomes	*	
Experience of working with people under stress	*	
Experience of working with families to bring about change	*	
Experience in delivering and leading training interventions		*
COMPETENCIES		
Knowledge and understanding of children's development and the needs of the children within their family networks	*	
Knowledge of how to promote safeguarding issues for children and their families	*	
Knowledge of the statutory functions and school responsibilities for children in their care		*
Ability to communicate effectively with children, young people, and families in a wide variety of setting, including the child's home environment	*	
Ability to work on own initiative and think creatively	*	
Ability to work effectively with other team members, foster and maintain working relationships with colleagues from other agencies	*	
Ability to prioritise and organise own workload	*	
Communication: shares and listens to information, opinions and ideas using a range of effective approaches	*	
Self-awareness: learns continuously and effectively adapts behaviour in response to feedback	*	
Is committed to and meets all the requirements for safeguarding children	*	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form to s.earby-martin@huxlow.northants.sch.uk

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at s.earby-martin@huxlow.northants.sch.uk who will make the necessary arrangements.

THE CLOSING DATE FOR APPLICATIONS

9am - 25th April

INTERVIEWS

TBC

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) (s.earby-martin@huxlow.northants.sch.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.