



Monk Fyston & Saxton Federation of CE Primary Schools



## Information for Applicants for Support Staff

Position: Family Support Worker

Salary: Band F, Scp 8

Contract: Part time (27.5hpw), Fixed-term until 21<sup>st</sup> December 2023

Start Date: 3<sup>rd</sup> January 2023

<p><b>Saxton Church of England Primary School</b> Dam Lane Saxton Tadcaster LS24 9QF Telephone: 01937 557396 Headteacher: Mr R M Weights B.Ed, FHA</p>	<p><b>Monk Fyston Church of England Primary School</b> Chestnut Green Monk Fyston Leeds LS25 5PN Telephone: 01977 682388 Email: admin@mf.starmat.uk</p>
--	---





Monk Fryston & Saxton Federation of CE Primary Schools



6<sup>th</sup> October 2022

Dear Colleague

Thank you very much for taking an interest in the post of Family Support Worker at Monk Fryston & Saxton Federation of CE Primary Schools.

We are looking for an outstanding professional who will enhance our team. This is a part time contract for 27.5 hours per week (term-time only, school hours). You need to be a positive person who is self-motivated and enthusiastic. You need to be able to work closely with staff and workers in other services and be a good communicator. The schools have a good track record of mentoring new staff and facilitating career progression.

The job description and selection criteria (enclosed) indicate some of the qualities that are essential or desirable for this post. If you have these qualities and can also offer something more, please ensure that you tell us.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I would like to thank you again for your interest in the post. If you are excited by this opportunity, I look forward to receiving your application.

Yours faithfully

Mr Rick Weights  
Executive Headteacher



## The Application Process

If you wish to apply for the post of Family Support Worker, then you should:

- pay particular attention to the following whilst assembling your application:
  - Job description and person specification for the role of FSW
  - School Outcomes
  - The school websites [www.mf.starmat.uk](http://www.mf.starmat.uk) <https://sp.starmat.uk/>
  - THE STAR MAT website <https://web.starmat.uk/>
- Fully complete the online application form <https://bit.ly/STARSupportApp>, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with an email address for each). Do not enclose additional CVs.
- Your supporting statement should be no more than the equivalent to two sides of A4 Size 11 font), addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills and knowledge – generic
- Skills and knowledge – special to the role

Remember when addressing the above, **less is sometimes more.**

## Timeline for the selection process

Post advertised	17 <sup>th</sup> October 2022
Closing time/date for applications	31 <sup>st</sup> October, 12pm
Shortlisting	10 <sup>th</sup> November
Interviews	Thursday 11 <sup>th</sup> or Friday 12 <sup>th</sup> November





## Monk Fryston & Saxton Federation of CE Primary Schools

1	The Schools, the Location
2	The School Vision
3	Job Description
4	Person Specification
5	The STAR Multi Academy Trust



## **Appendix 1**

### **The Schools**

Monk Fryston and Saxton Church of England Primary Schools are a very successful federation that was established in 2019. The schools work very closely together, with a single governing body and leadership team, and a cohesive team of staff.

We are Church of England Schools and our links with the Church are strong. In May 2018 we converted to become academies and were the first members of the STAR Multi-Academy Trust.

The schools have a happy, family atmosphere. The children are well motivated and we have high expectations of them. Teaching is of a very high standard and our results over several years have been exemplary. The teachers work across both schools as a strong team, together with non-teaching staff, parents and governors.

The schools are different sizes. Monk Fryston is one-form entry, with 210 pupils in total taught in single-aged classes. Saxton is smaller, with just 58 pupils taught in 3 mixed-aged classes. In order to plan effectively, both schools follow the same curriculum rolling programme.

Both schools have been recently inspected. Monk Fryston is a Good school, with several outstanding features. Saxton Requires Improvement, but has a number of good judgements.

Both schools have achieved the Eco Schools Green Flag award for work in environmental education, and also the Primary Science Quality Mark.

### **The Location**

Monk Fryston and Saxton are rural villages in an area off the A162 between Tadcaster and Sherburn, and the A63 between Selby and Leeds. The A1 is very close and there is easy access to Leeds, York, Selby, Tadcaster and the M62.



## Appendix 2

### The School Vision

Saxton	Monk Fryston
<p><b>Our Christian vision is that:</b>            Everyone who spends time learning and growing at Saxton, becomes a successful individual with the <b>courage</b>, <b>compassion</b> and <b>creativity</b> to make a difference in the future. We are <b>respectful</b> of God's world, working together to create a loving and caring <b>community</b>.</p>	<p><b>Our ethos:</b>            This is our school, where a child's learning story begins. We all take ownership and share a collective responsibility to love and care for everyone here.            We will be better and stronger, because we are working together in our quest to do and be our best.</p>
<p><b>Our prayer:</b>            Lord, This is our school, a place where we learn and always do our best. Help us to remember to love and care for everyone here; to help, to comfort, to be a friend. Amen.</p>	<p><b>Our prayer:</b>            Lord, This is our school, a place where we learn and always do our best. Help us to remember to love and care for everyone here; to help, to comfort, to be a friend. Amen.</p>
<p><b>Our aim:</b>            Good people, doing well</p>	<p><b>Our vision:</b>            Good people who do well</p>
<p><b>Our Values:</b>  <b>Courage</b>            We believe that with God's help and the encouragement of our families, friends and teachers that we can all be courageous, facing challenges and standing up for what is right.</p>	<p>We aim for everybody to show respect and care for others, and experience high levels of success and happiness.</p>
<p><b>Compassion</b>            At Saxton School we show compassion by helping people so they feel cared for, just as God cares for us.</p>	<p>We value success and achievement, in the basic skills and the wider curriculum, so that everyone here is ready for lifelong learning.</p>
<p><b>Creativity</b>            We value all of our unique talents and use them creatively for our own enjoyment, to give pleasure to others and to make a difference in the world.</p>	<p>There are good relationships in our school; everyone is loved, confident, valued and appreciated.</p>
<p><b>Respect</b>            God has created a beautiful world and we respect His creation by being kind to each other and by looking after the environment.</p>	<p>We believe that empathy, good manners, respect, care for others and moral values are crucial for success.</p>
<p><b>Community</b>            We enjoy being members of a community, building friendships, supporting each other and working together to make the world a better place.</p>	<p>We value resilience, and ensure everyone is supported to become independent and wise.</p>
	<p>We believe that everyone has the right to be included, safe and happy in our school.</p>
	<p>We value enjoyment, so we make learning fun.</p>



**Appendix 3**

**JOB DESCRIPTION:**

**Position:**

**Monk Fryston & Saxton Federation of CE Primary Schools**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Family Support Worker
<b>GRADE:</b>	Grade F Point 8 - 13
<b>HOURS PER WEEK:</b>	27.5 Hours per week - Term time only
<b>WORKING PATTERN:</b>	9am till 3.30pm
<b>RESPONSIBLE TO:</b>	Executive Headteacher
<b>JOB PURPOSE:</b>	To engage students and their families with the full life of the school including leading on attendance plans, supporting families to attend meetings and liaising with external agencies.

<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>● Establish positive relationships with children and their families, developing and enhancing parental engagement with the school and other agencies.</li> <li>● To support multi agency working by taking the role of lead professional and co-ordinating the delivery of an agreed intervention plan.</li> <li>● To help schools raise levels of attendance and punctuality by working with the families to ascertain the causes of the absences and implement plans to resolve the situation.</li> <li>● Carry out weekly analysis of attendance data with reference to groups of pupils and work with families and teachers to overcome any potential barriers to learning.</li> <li>● Identify with parents' the reasons for their children's non-attendance. Ascertain the probable causes of the absences and implement strategies / action plans to resolve the situation – working closely with the class teacher, the child and the child's family.</li> <li>● Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality.</li> <li>● To support school policies on behaviour and anti-bullying strategies.</li> </ul>



	<ul style="list-style-type: none"><li>● To provide support to children and families at risk of exclusion, and support excluded pupils to continue with their school work and build a plan for reintegrating the pupil back into school on return.</li><li>● To fulfil School's legal responsibility in locating Children Missing Education (CME) and to support those families who wish to educate children otherwise than at school (EHE).</li><li>● To always maintain confidentiality.</li><li>● Support pupils in their social and emotional wellbeing, implementing related programmes, including social, health and physical needs</li><li>● Assist in escorting and supervising pupils on educational visits and out of school activities</li><li>● Undertake break and lunch supervision as required</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>● Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families</li><li>● Liaising/communicating with students and parents to facilitate a return to school through the implementation of short term and long term support plans.</li></ul>

<p><b>Sharing information</b></p>	<ul style="list-style-type: none"> <li>● Share information confidentially about pupils with teachers and other professionals as required. Completing daily records and target sheets.</li> <li>● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> <li>● Participate in staff meetings and staff training.</li> </ul>
<p><b>Safeguarding and Promoting the Welfare of Children/Young People</b></p>	<ul style="list-style-type: none"> <li>● Be responsible for promoting and safeguarding the welfare of children in line with policy and legislation, raising concerns as appropriate.</li> </ul>
<p><b>Administration/Other</b></p>	<ul style="list-style-type: none"> <li>● Support the use of ICT and adhere to relevant policies.</li> <li>● Look for CPD and other professional development opportunities in order to develop your own practices and that of the school.</li> <li>● Actively participate in appraisal, training and other learning activities.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<p><b>Data Protection</b></p>	<ul style="list-style-type: none"> <li>● To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<p><b>Equalities</b></p>	<ul style="list-style-type: none"> <li>● Promote inclusion and acceptance of all young people and staff.</li> <li>● Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.</li> </ul>
<p><b>Customer Service</b></p>	<ul style="list-style-type: none"> <li>● The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>● The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers</li> </ul>



	will be treated as individuals, with respect for their diversity, culture and values.
--	---

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

**SIGNED** ..... **POST HOLDER**

**NAME & DATE** .....

**SIGNED** ..... **LINE MANAGER**

**NAME & DATE** .....



**Appendix 4: PERSON SPECIFICATION**  
**PERSON SPECIFICATION**

Job Title: Family Support Worker

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>5 GCSEs at grades 4 to 9 (A*-C)</li> </ul>	x	
<ul style="list-style-type: none"> <li>Appropriate first aid training (dependent on the school's requirements)</li> </ul>		x
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Appropriate experience of working with children in a learning environment.</li> </ul>		x

<b>Skills and Knowledge</b>		
• An awareness of child/young person's development and learning	x	
• An awareness of legislations affecting school attendance requirements		x
• An understanding that children/young people have differing needs	x	
• A good understanding of child development and learning processes		x
• Knowledge of behaviour management techniques		x
• Knowledge of Child Protection and Health and Safety policies and procedures.		x
• Full clean Driving Licence		x
• Knowledge of inclusive practice		x
• Knowledge and understanding of the agenda for safeguarding and promoting the welfare of children.		x
• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers	x	
• Good reading, writing and numeracy skills	x	
• Good ICT/Technology skills to support learning	x	
<b>Personal Qualities</b>		
• Demonstrate interpersonal communication skills	x	
• Kindness, compassion and a genuine desire to support young people	x	
• Ability to work successfully in a team forging and sustaining relationships across agencies and respecting the contributions of others working with children, young people and families.	x	
• Confidentiality and an ability to deal with challenging situations discreetly	x	
• Flexibility and an ability to quickly adapt to change	x	
• Ability to work to and meet deadlines	x	
• Self confidence, personal impact and presence	x	
• Optimism, resilience, creativity and innovation	x	



<ul style="list-style-type: none"> <li>The capacity and motivation to be solution focused</li> </ul>	x	
<ul style="list-style-type: none"> <li>Emotional resilience in working with challenging behaviours and attitudes; to use authority and maintain discipline</li> </ul>	x	
<ul style="list-style-type: none"> <li>A genuine enthusiasm for making a real contribution towards the ongoing success of our motto 'Good people, doing well'</li> </ul>	x	
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> </ul>	x	
<ul style="list-style-type: none"> <li>Commitment to the school's policies and ethos</li> </ul>	x	
<ul style="list-style-type: none"> <li>Commitment to own Continuing Professional Development and continued learning</li> </ul>	x	
<ul style="list-style-type: none"> <li>Motivation to work with children and young people</li> </ul>	x	
<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	x	
<b>Equal Opportunities</b>		
<ul style="list-style-type: none"> <li>Commitment to supporting, upholding and implementing the policies of Monk Fryston &amp; Saxton Schools and the STAR MAT to promote equal opportunities.</li> </ul>	x	

NB – Assessment criteria for recruitment will be notified separately.



## Appendix 5

### The STAR Multi-Academy Trust (MAT)

#### **Our Schools**

- Appleton Roebuck Primary
- Brayton CE Primary
- Kellington Primary
- South Milford Primary
- Monk Fyston CE Primary
- Riverside Primary
- Saxton CE Primary
- Sherburn High School
- Sherburn Hungate Primary
- South Milford Primary
- Tadcaster Grammar School

#### **Our Mission**

To develop outstanding education in all our schools, which will enable every young person to flourish and realise their full potential.

#### **Our Aims**

##### **We will:**

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children · Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn.

#### **Our Core Principles**

##### **We:**

- Expect our schools to actively support each other and to share best practice for the benefit of all
- Are committed to providing services that will keep our schools compliant, financially robust and continuously improving.
- Want all of our schools to retain and celebrate their distinctive identity.

##### **We are:**

- Open, honest, fair and straightforward
- Receptive to change and challenge
- Pioneering and outward facing
- Trusting, respectful and supportive of each other
- Prepared to listen to advice
- Empowering of others.

We want our pupils and students to have a consistently excellent school experience and to



achieve strong outcomes. The culture of our Trust is very much one where our schools retain their own distinctiveness. Our Headteachers remain empowered to make decisions about what happens in their schools but, in addition, benefit from high levels of collaboration and sharing of best practice.

As a Trust we aim to provide greater opportunities for recruiting new staff, to retain our existing staff, facilitate leadership development and enhance staff professional development. At a time of reduced funding in schools, our partnership strives to achieve 'better value' and financial stability by providing business support which allows schools greater capacity to develop the curriculum and to support pupils and students. As a Trust of over 4000 pupils and students, and 11 schools, we have access to the School Condition Allocation (SCA) which enables us to access significant capital funding for our school buildings. This amounted to £1.2m for 2019-2020.

All STAR MAT partner schools offer their pupils and students the following opportunities to develop:

Themselves to become:	Their ability to interact with others and contribute positively to society to become:	The knowledge and skills which will equip them for life, with an entitlement to:
<ul style="list-style-type: none"> <li>● Physically and mentally healthy</li> <li>● Informed risk takers, problem solvers and critical thinkers</li> <li>● Articulate communicators</li> <li>● Reflective, resilient and able to self-regulate</li> </ul>	<ul style="list-style-type: none"> <li>● Tolerant and respectful of others: different people, places and cultures</li> <li>● Responsible, aware and engaged citizens: locally, nationally and globally</li> <li>● Able to develop appropriate and successful relationships</li> </ul>	<ul style="list-style-type: none"> <li>● Develop mathematical fluency and essential literacy skills</li> <li>● Be taught a broad, rich and age appropriate programme of study in every subject</li> <li>● Stimulating and exciting learning experiences both within and beyond the 'classroom'</li> <li>● Opportunities to take part in sport, performance and other creative activities</li> <li>● Careers education and guidance</li> </ul>