



NORTHAMPTON  
PRIMARY ACADEMY TRUST

Achieving Extraordinary Things

# Blackthorn Primary School



## Family Worker

*Located on the Eastern district of Northampton, Blackthorn is a one-form entry primary school with a nursery. In addition, Blackthorn Primary is very proud to run a Specialist Unit for children with an EHCP identifying a need for support with SEMH. Our school is driven by a passion to provide educational excellence for the children in our community.*

*The children at Blackthorn are polite, respectful and keen to learn. Our team of dedicated staff believe that children achieve their best in a safe, secure and happy school community and we work hard to make sure this is the case for our learners every day. We strongly believe that good relationships between people in our school community are essential in securing success for your child, as such, an effective partnership between home and school will benefit your child's learning.*

*At Blackthorn, we strongly believe in supporting every individual, children and staff, to develop and be supported in their aspirations. Our staff culture is of enabling everyone to have opportunities to grow through support and we have a proven track record of developing both early career teachers and leaders at all levels to achieve their goals.*

*We are proud to be a member of Northampton Primary Academy Trust (NPAT) with whom we work closely to provide opportunities for our children to broaden and enrich their time at primary school through the arts, sport and wider curriculum.*

*Becca Williams – Executive Headteacher*



**Working together as a school  
community to achieve educational  
excellence for all.**

## Blackthorn Primary School

### Job Description

Post Holder: **Family Worker**

35.5 hours per week; 39 weeks per year (term time plus training days)

Working hours 8:30 – 16:00 with 1 day from 8:00

Grade G point 8-12 FTE £24,702 - £26,421,

Actual approx. £20,363 - £22,266, pay award pending

Responsible to: **Executive Headteacher and Head of School**

This job description may be amended at any time following discussion between the Headteacher and member of staff. The job description will be reviewed annually.

The successful candidate will have experience of working with children and families in an educational or social care setting. They will be able to work effectively as a member of the team, have excellent interpersonal skills and consistently support the school values and approaches to a high standard.

#### Areas of Responsibility and Key Tasks

- Identify where an EHA is needed to support a family.
- Set up and act as lead professional for EHAs including writing of action plans.
- Use toolkits to inform assessments e.g. neglect toolkit, CSE toolkit.
- Make referrals for complex case discussions where necessary.
- Keep an up to date record of all families open to social care and on an EHA.
- To be the lead DSL on online safety.
- Responsible for running lunch club and a breakfast club (dependant on hours).
- Keep detailed, accurate, secure written records of concerns, referrals and meetings.
- Liaise with MASH when welfare checks are requested due to a referral being made by a third party.
- Make referrals for other services e.g. freedom, play therapy, NDAS
- Provide advice and support to other members of staff on safeguarding matters.
- Ensure safeguarding notice board in the staff room and children's safeguarding notice board are kept up to date.
- Ensure a robust response to all safeguarding concerns and challenge the decisions of social care where necessary.
- Act as a point of contact for parents in safeguarding issues.
- Provide support for parents in dealing with other agencies, form filling, school applications, housing etc
- Carry out home visits to ensure safety and well-being of pupils.
- Meet with new/prospective families and show them around the school.
- Attend attendance surgeries and parent contract meetings alongside the attendance officer.
- Provide support to wider pastoral team.

## Family Worker

### Person Specification

Category	Essential	Desirable
<b>Qualifications</b>	<p>Current DSL training</p> <p>Evidence of continuing professional development, for example, up-to-date training related to safeguarding.</p>	<p>Further relevant academic or specialist qualifications</p> <p>Up to date training related to safeguarding i.e. FGM, CSE, Online Safety etc.</p> <p>Current online safety specific training.</p>
<b>Knowledge and Experience</b>	<p>Experience of working with children in a school setting.</p> <p>A thorough understanding of safeguarding legislation, practice and procedure.</p> <p>Experience of delivering family support within a school community.</p> <p>Experience of delivering short term intervention to families to prevent escalation of risk.</p> <p>Experience of successfully engaging multi agency approaches in the school setting.</p>	<p>Knowledge and experience of My Concern.</p> <p>Experience of running EHAs</p>
<b>Ethos</b>	<p>A commitment to raising achievement through partnership with parents, Schools' Services and the community.</p> <p>A determination to ensure that children and families are effectively supported, enabling children to be successful in school.</p> <p>A child-centred focus, prioritising the needs of children.</p>	
<b>Relationships</b>	<p>Enthusiastic, dedicated, sympathetic and approachable with a sense of humour and fun.</p> <p>Ability to inspire confidence, respect and openness.</p> <p>Experience of working as part of a team.</p>	<p>Experience of working with and developing links with parents, governors and the wider community and to empathise with the points of view of others.</p>
<b>Personal Qualities</b>	<p>Excellent interpersonal, communication and organisational skills.</p>	

	<p>Proactive in areas of responsibility with an awareness of whole school issues.</p> <p>A commitment to supporting children and families and to developing own professional skills.</p> <p>A willingness to take on appropriate delegated tasks relevant to the post.</p> <p>Demonstration of a growth mindset.</p> <p>Ability to show a committed, professional and loyal attitude to the school, openly modelling its aims and values.</p> <p>An ability to use and understand discretion, confidentiality and professionalism as a leader and role model.</p> <p>An ability to learn from mistakes and take advice.</p>	
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This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

## How to Apply

To apply for this position, please complete the enclosed Trust application form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to [samchambers@blackthornprimary.net](mailto:samchambers@blackthornprimary.net).

**Closing date:** 12 noon, Monday 23 September 2024

**Interview Date:** Morning of 24 September 2024

**Start date:** ASAP