



Broughton Hall Catholic  
High School

# Application Pack

## FAMILY SUPPORT WORKER

**Start Date:** 1<sup>st</sup> September 2024

**Closing Date:** Friday, 12<sup>th</sup> July 2024 at 9.00am

**Shortlisting Date:** After the closing date

**Interview Date:** To be confirmed

**Salary Scale:** NJC Grade 6: points 19 – 22  
£29,777 to £31,364

**Contract Term:** Permanent

**Hours:** Full-Time / Annualised Hours

<http://www.broughtonhall.com/information/vacancies.php>

## Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6<sup>th</sup> Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **'Ambition for All'** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto **'Cor Unum et Anima Una'** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

## We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
- Regular training and development programme
- Access to occupational health and well-being services App
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

## Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

## Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

## Welcome

Thank you for your interest in the position of Family Support Worker. This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant and diverse school. In November 2022 Ofsted inspectors acknowledged the work taking place at Broughton Hall. Pupils are proud to be part of Broughton Hall Catholic High School and enjoy strong relationships with their teachers and pastoral staff.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and staff do all that they can to help pupils do well in school. We hope that you are the person we are looking for to bring creativity and innovation to the role.

We believe that to enable our pupils to learn effectively, they need to feel safe in their environment and be both socially and emotionally ready to learn. We understand the importance of holistic development and look to offer nurturing and enriching experiences to enable the development of the whole child and look forward to welcoming the right person to our team.

We look forward to hearing from you.

Gerard Preston  
Head Teacher

**FAMILY SUPPORT WORKER****Full-Time****Annualised Hours including INSET Days**

<b>SALARY:</b>	NJC Scale 6 point 19 to 22 = £29,777 - £31,364
<b>CONTRACT TYPE:</b>	Permanent
<b>CLOSING DATE:</b>	Friday, 12 <sup>th</sup> July 2024 at 9.00am
<b>START DATE:</b>	1 <sup>st</sup> September 2024
<b>INTERVIEWS TO BE HELD:</b>	As soon as possible after closing date

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Governors wish to appoint a committed and well organized person with the ability to work with families to devise strategies and interventions to address the needs for pupils whose attendance is falling. The successful candidate should be committed to supporting students and their families to overcome barriers to attendance. A flexible and adaptable approach is required as the role will involve working closely with families, external agencies and partners. The ability to work with families and young people and devise strategies and interventions to overcome barriers to attendance is essential.

Effective communication and interpersonal skills are required together with sound literacy, numeracy and ICT skills.

Induction, support and training will be offered to the successful candidate.

Our Trustees are the Sisters of Mercy.

Application is by way of the school's Application Form which is available from the school's website together with the Job Description and Person Specification. Please email your application to [smithg@broughtonhall.com](mailto:smithg@broughtonhall.com)

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*Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.*

## Job Description

### FAMILY SUPPORT WORKER

**Full-Time/Annualised Hours plus Inset Days**

**Permanent Position**

<b>Reporting to:</b>	Deputy Head, Senior Leadership Team
<b>Purpose:</b>	To provide focussed family support to young people and families with complex needs in order to improve engagement with school and regular attendance of each young person.
<b>Areas of Responsibility:</b>	<ol style="list-style-type: none"><li>1. Develop home/school links to encourage good communication and overcome barriers to attendance between the school and families.</li><li>2. Identify and work with pupils who have poor attendance or are at risk of developing poor attendance.</li><li>3. To have specific responsibility for improving attendance across the school and in specific cohorts of pupils.</li><li>4. To work within the Attendance and Pastoral Teams to improve attendance rates across the school.</li><li>5. Support families to access information and benefits.</li><li>6. Practical help and emotional support for families particularly at times of crisis.</li><li>7. Organising meetings and drop-ins at appropriate times with the relevant young person and their families.</li><li>8. Engaging families in activities which supports their child's learning.</li><li>9. To have a robust understanding of, and adhere to, agreed policies and procedures for child protection, safeguarding and lone working.</li><li>10. To be a Designated Safeguarding Officer, conduct Early Help assessments and work alongside external agencies.</li><li>11. To ensure all work with young people and their families is recorded and maintained to a high and consistent standard, accurate and up-to-date.</li><li>12. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school.</li><li>13. Support the attendance team, working with parents and carers to improve attendance and punctuality and where necessary, conduct home visits and welfare checks.</li><li>14. Identify with Deputy Head targeted cohorts of pupils. Work with parents, including school and home meetings.</li><li>15. Work closely with Student Support Managers to have greatest impact.</li><li>16. To work in conjunction with the attendance and Welfare Officer.</li><li>17. Work with SENDCO and PP Coordinator on linking attendance to achievement and attainment, including links with specific SEND needs.</li></ol>

	<p>18. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps.</p> <p>19. Prepare reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions.</p> <p>20. Raise profile of Attendance and Punctuality across the school with pupils, parents and all stakeholders through positive rewards, clear messages home and profile within school.</p>
<b>Whole School:</b>	<ol style="list-style-type: none"> <li>1. Cover for Student Support Managers and Education Welfare Officer.</li> <li>2. Assist with maintaining and collating pupil records.</li> <li>3. Maintain manual and computerised records and management information systems.</li> <li>4. Support school trips.</li> <li>5. Manage caseloads and maintain casework documentation.</li> <li>6. Contribute to and prepare information for meetings and support involving outside agencies.</li> <li>7. Prepare bids for multi-agency support.</li> <li>8. To work alongside SLT to maintain a consistent approach to family support across the school.</li> <li>9. To contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.</li> <li>10. To support and follow the policies and procedures set out on the Staff Pages of the school website and as directed by the Governing Body.</li> <li>11. To participate fully in the school's performance management system for support staff.</li> </ol>
<b>Working Time:</b>	<p>Full-Time</p> <p>Annualised hours contract to include working all inset days.</p>
<b>Salary/Grade:</b>	<p>NJC Scale 6, Point 19 – 22</p> <p>£29,777 to £31,364 full time equivalent</p> <p>Annualised hours contract to include working all Inset Days</p>
<b>Disclosure level:</b>	Enhanced

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

### FAMILY SUPPORT WORKER

Qualifications	Essential	Desirable
5 GCSE's or equivalent, Grade C/ 4 or above, including English & Maths	✓	
Evidence of commitment to own professional development		✓
Experience	Essential	Desirable
Working with or caring for young people and their families	✓	
Working in a school environment or other setting such as Children's Care.	✓	
Knowledge & Skills	Essential	Desirable
Awareness of legislation relating to school attendance	✓	
Conflict resolution skills with an ability to find solutions to challenges	✓	
Excellent organisational skills and ability to work under pressure with high degree of accuracy	✓	
Ability to self-manage, meet deadlines and prioritise workload	✓	
The ability to work collaboratively and positively to manage others	✓	
Able to develop interventions for young people and their families to remove barriers to learning	✓	
Awareness of relevant legislation relating to safeguarding and child protection	✓	
Comprehensive understanding of safeguarding rules and regulations that apply within a school environment	✓	
Use of SIMS and Edulink		✓
Able to relate well to young people and adults	✓	
Excellent written language, communication & interpersonal skills	✓	
Strong numeracy skills	✓	
Effective use of ICT systems such as Word, Excel etc	✓	
Basic understanding of child development and learning	✓	
Personal Qualities	Essential	Desirable
Ability to manage time effectively, organise and prioritise workload, working effectively under pressure	✓	



Works well as a member of a team	✓	
Good communication skills	✓	
Hardworking, flexible and adaptable	✓	
Patient, positive, approachable and friendly	✓	
Maintains confidentiality and professional confidences	✓	
Ability to relate well to children and adults	✓	
Display commitment to protection and safeguarding of children and young people	✓	
<b>Other Requirements</b>		
Ability to attend meetings at family homes or offsite	✓	
Flexible approach to support young people and families	✓	
Commitment to raising the education achievements of young people	✓	
Ability to build and maintain successful relationships with people of all ages, treating them sensitively and with respect	✓	
A willingness to develop professionally and take part in all training relevant to the post.	✓	

