



**ORCHARD**  
— Community Trust —

'Committed to improving the life chances of all children, wherever they may be'



# **Family Support Assistant – Forest Park Primary School**

C A N D I D A T E   I N F O R M A T I O N   P A C K



**Closing Date: 9am- Friday 3<sup>rd</sup> May 2024**

**Interview Date: Tuesday 14<sup>th</sup> May 2024**



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## Contents

Letter from the Senior Executive Leader of Orchard Community Trust .....	<b>3</b>
Letter from Co-Chair of Governors .....	<b>5</b>
About us at Forest Park .....	<b>6</b>
Job Description .....	<b>8</b>
The Selection Process .....	<b>12</b>
Forest Park Safeguarding Procedures .....	<b>14</b>
Code of Conduct for Adults in School.....	<b>15</b>

**Dear Candidate,**

Thank you for taking your time to download our application pack and expressing your interest in the post of Family Support Assistant at Forest Park Primary School.

At Orchard Community Trust, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, together with bespoke visits, we strive for the very best outcomes across all our schools.

We are very aspirational and ambitious for our schools and are fully committed to ensuring the best education for all our pupils. Our headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts, as well as supporting the Trust community as a whole.

As a Trust, we believe in working collaboratively to share ideas and effective practice, whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way, our schools can ensure that the curriculum, wider opportunities and experiences engage and motivate all our pupils and are relevant to their individual needs.

Our Trust consists of five primary schools and two special schools. The successful applicant will join a close knit and collaborative team and is expected to contribute to the wider group of schools. This is an excellent and very exciting opportunity to join a growing Trust.

**ABOUT ORCHARD COMMUNITY TRUST.**

**OUR MORAL PURPOSE, VISION AND VALUES**

Orchard Community Trust is fully committed to improving the life chances of all children, wherever they may be. This moral obligation, our mission, does not end at the school gates, within our own Local Authorities, or even within our own country. Where we have the capacity to make a difference, we are morally bound to do so.

Our vision and mission are to have fully inclusive schools working in our Trust, that fully embrace all stakeholders, and which celebrate individuality and success by offering a high-quality education and range of opportunities, where everyone makes excellent progress.

**Our moral purpose and our focus and determination are centred on the following:**

<b>TRUST</b>	<b>RESPECT</b>	<b>FUN</b>
<b>LEARNING</b>	<b>OPENNESS</b>	<b>EXCITEMENT</b>
<b>DIVERSITY</b>	<b>COOPERATION</b>	<b>INTEGRITY</b>
<b>RELIABILITY</b>	<b>REPUTATION</b>	<b>ACHIEVEMENT</b>

**Within our Trust:**

- We aim to set high standards for personal behaviour and self-regulation, and to promote courtesy, cooperation, consideration and respect for other people of all ages, gender, races, cultures, abilities and backgrounds.
- We aspire to deliver exciting and quality learning experiences in safe, secure and happy environments.
- We endeavour to achieve the very highest standards in every aspect of school life, by making the most efficient use of all the resources available.
- We seek to prepare each child to face life beyond the school with the confidence, skills and ability to be resilient, to cope and thus to succeed.



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**If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.**

This pack has been developed to provide you with a summary of the information you need to consider when applying for this job at Forest Park Primary School and with Orchard Community Trust.

Within this pack, you will find a job description, a person specification, and an overview of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at [www.forestpark.org.uk](http://www.forestpark.org.uk)
- or by contacting us direct at [recruitment@forestpark.org.uk](mailto:recruitment@forestpark.org.uk)
- or calling 01782 234979

I wish you every success with your application and look forward to meeting you in the near future.

**Rob Johnstone**

**Senior Executive Leader**



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## About Forest Park Primary School

### Vision and Values

Our core purpose is to improve the prospects of our pupils by providing a high quality education which meets the needs of each individual child, thus allowing them to reach their full potential. We aim to build the skills, knowledge and positive attitudes necessary to help all of our pupils to become responsible, respectful and tolerant British citizens of the future.

Firm in our belief that our children come first - we strive to ensure that all pupils at Forest Park feel happy and safe. With our children being the leaders of the future, we actively promote: independence, confidence and teamwork.

We do this through the following aims and ethos striving towards our motto of:

'Be the Best You Can Be''

At Forest Park we aim to **SPARKLE**:

**Support and encourage** - to strengthen a home/school partnership, where the positive support of our parents and the wider community is very important to us all. We maintain an open and welcoming environment where we can work together for the benefit of our pupils.

**Promote resilience** - to nurture and foster a 'never give up' approach, where pupils and adults strive to overcome their difficulties.

**Aspire to achieve** – to create a culture where everyone aims high through an inspiring curriculum that provides all pupils with opportunities, irrespective of ethnicity, religion, disability or gender.

**Respect each other** - to promote and develop an understanding of moral, spiritual and ethical issues in school, consistently demonstrated through a mutual respect for each other. To teach sensitivity and empathy advocating no acceptance of bullying or discrimination, sustaining an awareness and understanding of British Values.

**Keep positive** - to educate pupils in developing positive attitudes towards self-discipline, good behaviour and to encourage development of positive relationships between themselves and others.

**Listen and learn** - to inspire pupils to be part of a culture where everyone's voice is heard and opinions are valued. Children are encouraged to accept mistakes as a tool to further learning.

**Explore, enjoy and excite** - to support each child's ability, creativity, development and enthusiasm in a range of subjects and skills through a creative approach to the curriculum, which incorporates opportunities for children to learn how to achieve a healthy and eco-friendly lifestyle.

Our school had an Ofsted Inspection in October 2023 and the inspector commented favourably as follows:

***'Every child is focused and engaged in their learning. The school offers a strong wider curriculum underpinned by the school values of SPARKLE. The children value this, especially the trips and how these experiences help them to understand their learning. Children's moral development is strong and all children develop a great understanding of the world.'***



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Our pupils are well behaved inside and outside. They say, ***“Behaviour used to be good and now it is great!”***

Pupils feel happy, safe and love being a part of the Forest Park family. They acknowledge the ways in which the staff help to make a big difference to their lives and help to prepare them for their future education and careers. They say, ***‘Forest Park is an amazing school with incredible people who make it an incredible place!’***

Forest Park is a larger than average inner city primary school with a PAN of 472 pupils. The school has a 52 place nursery. It is a two-form entry school from nursery through to year 6. In May 2019, the school became part the Orchard Community Trust.

Forest Park welcomes and celebrates a diverse population and welcomes pupils and families from a wide range of religious, cultural and ethnic backgrounds. 86% of pupils have English as an additional language. A much larger than average percentage of pupils come from families with high levels of deprivation and over 48% of pupils are eligible for Pupil Premium funding.



## Family Support Assistant Job Description

### **Job details**

**Salary:** Level 5 – £24294 - £26421 (£21250 - 23110 actual)

**Hours:** 37 hours a week

**Contract type:** Permanent

**Reporting to:** Headteacher, Deputy Headteacher and Family Support Manager.

### **Main purpose**

To engage with parents / carers and families to provide early intervention, support and guidance to improve attendance and learning outcomes for pupils.

### **Key Duties / Responsibilities**

1. Develop and maintain effective contact and communications with parents/carers and families including home visits in line with school policy.
2. Work with a range of school staff to help plan strategies and interventions to address individual pupil issues
3. Provide advice and guidance to families to reinforce their self-esteem and support pupil achievement
4. Implement action plans with parents / carers and monitor and report on progress and achievements
5. Signpost families to sources of advice and guidance
6. Support school strategies to improve behaviour and attendance
7. Work with external agencies, such as health professionals, Children's Centres
8. Maintain pupil records and case files
9. Develop and deliver a programme of family-related activities to meet the needs of the school community.
10. Any other duties appropriate to the post

## Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against these criteria. Candidates are expected to demonstrate experience/knowledge/understanding in each area and how that is applied in a school context.

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>• Level 2 safeguarding (desirable but not essential as training will be given)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs)</li> <li>• Experience supporting and working with parents of young people</li> <li>• Experience working with colleagues and external stakeholders (e.g. from external agencies)</li> <li>• Experience of keeping good written records</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good listening skills</li> <li>• Effective written and verbal communication skills</li> <li>• Good IT skills</li> <li>• Knowledge of the barriers to learning that pupils may face</li> <li>• Tailoring plans and interventions to individual pupils</li> <li>• Ability to create good relationships with children, staff, parents and external agencies</li> <li>• Knowledge of available support services in the local area</li> <li>• Safeguarding of children and young people</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Patient and calm</li> <li>• Wants to provide the best possible opportunities for all pupils</li> <li>• Organised, good time management skills, proactive and self-motivated</li> <li>• Upholds and promotes the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintains confidentiality at all times</li> <li>• Committed to safeguarding, equality, diversity and inclusion</li> </ul>





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## The Selection Process

### Applications

The job information pack and application form can be downloaded from [www.forestpark.org.uk](http://www.forestpark.org.uk)

The application form should be accompanied by a covering letter which needs to include the following:

- An outline of why you feel you are suitable for the post and what has attracted you to it. **CVs will not be accepted.**

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of Senior Staff. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by e-mail. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request references for all candidates who are invited to interview. Requests will be made at the time candidates are invited to interview. Your first referee should be your current or last employer.

### Interview Process

#### Final Selection

Following the formal interview process, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

#### Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- Suitable DBS check
- Proof of identity and qualifications

### Timeline

**Visit to school (please call to book): Monday 29th April 2024 at 3.30pm**

**Closing Date: Friday 3<sup>rd</sup> May 2024 at 9.00am**

**Shortlisting: Friday 3<sup>rd</sup> May 2024**

**Interview Date: Tuesday 14<sup>th</sup> May 2024**

**Please return your completed application form via email to Catherine Bridgeman at: [recruitment@forestpark.org.uk](mailto:recruitment@forestpark.org.uk)**



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The post is considered to *be* a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behavior, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

***In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates. I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.***

***Orchard Community Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment***