



Recruitment Pack

Family Support Worker

(Temporary Post – Maternity Cover)

Family Support Worker

Contract: Temporary, 15hrs, Term Time plus 10 days

Closing Date: 12 noon on Monday 2nd February 2026

Salary Range: C1 (SCP 12-17) £28,598-£31,022 per annum- pro-rata for part time and TTO

The EPOSS Cluster is a small team made up of targeted services to support children and families who attend our Cluster schools located in Wetherby, Boston Spa, Villages West and South.

Hosted at Wetherby High School, our aim is to provide early help for every child, young person and family in the area to access the support, guidance and the information that can enable them to achieve their full potential.

If a child or family needs additional support, our team of experienced professionals will offer help and support early in the life of problems, confidently and as effectively as possible.

We are looking for a student and family focused restorative practitioner with the skills and experience to support our families when they need it most



Welcome from the Cluster Leader

Many thanks for expressing an interest in the post of Family Support Worker. I hope you find the enclosed information useful in preparing your application.

The EPOSS Cluster team is a supportive and inclusive service that places children, young people, and families at the heart of everything we do. We believe every child deserves to be surrounded by adults who are committed to helping them thrive in all aspects of life, not just education.

Our team is in an exciting stage of growth and development, strengthening the support we provide to families across the community. Working closely together, we share knowledge, skills, and expertise to achieve the best possible outcomes.

This role is a key part of our service, offering the chance to work alongside colleagues in a variety of roles and make a meaningful difference to children and families. It is an exciting opportunity for someone ambitious, motivated, and eager to develop their skills in a supportive and collaborative environment.

We are committed to providing high-quality professional development and value the unique experiences and interests our team members bring. Through a wide range of community engagement, and partnership work, there are many opportunities to contribute, grow, and share your passions alongside your professional practice

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully

Vicki Hall

Cluster Leader



Job Description

Job Title:	EPOSS Family Support Worker Temporary Maternity Cover
Pay Range:	C3 – 15 hrs/wk, TTO + 10 days
Responsible to:	EPOSS Cluster Leader
Role:	

Responsible for engaging with families across the EPOSS Cluster, to coordinate and provide early intervention, and family support within a framework of integrated services. To help children, young people, and families to overcome barriers to learning and participation to improve future outcomes.

The EPOSS Family Support Worker will develop and use a range of solution focussed interventions to support children, young people, and their families through direct work or within group and workshop settings, whilst liaising with other agencies, parents/carers, and other staff where appropriate.

The EPOSS Family Support Worker will be required to build positive relationships and work in a holistic way with cluster school staff, parents/carers and other agencies, including attending multi agency meetings around any child/young person as required.

The EPOSS Family Support Worker will maintain up to date case records, provide reports and case studies as required. You will offer appropriate signposting and advice, and work with families to ensure that they have a clear understanding of the support in place and are aware of other services available to them.

You will promote respectful, fair and equal relationships between all members of the cluster and wider community.

RESPONSIBILITIES

Engage and consult with parents/carers of children and young people, aged 5-18 years of age, to promote early intervention, high quality parenting (assertive, consistent, and responsive) and identify where there are support needs.

Work alongside other key agencies to identify and work with families in need of support i.e. Learning Mentors, SENCO, Outreach Workers, Attendance Officers, Social Care, Health Visitors, Educational Psychologists.

Work in partnership with Cluster based workers/teams to identify and address key priorities in relation to school absence, attendance and truancy and behaviour leading to risk of exclusion.

To work with families and targeted groups to develop and maintain positive parenting strategies by addressing areas of potential harm through education, support, and appropriate challenge.

To link with schools within the EPOSS Cluster, to provide transition information and support sessions for Years 6 targeting families experiencing barriers to accessing this support.

Ensure integrated working is embedded into everyday approach with potential to initiate and/or lead on Early Help Plans, as appropriate.

Attend relevant school events to provide publicity and information about EPOSS Cluster and services available and upcoming events or family learning activities.

Create and maintain professional records and appropriate documentation pertaining to any contact and work with children, young people, and families.

Work with the EPOSS Cluster Leaders to ensure data recorded demonstrates the impact and outcomes of the work undertaken and is kept in a secure place in accordance with Data Protection regulations.

Working in partnership with stakeholders ensure that the voice of children, young people and parents/carers count in Cluster decision making processes via a variety of consultation tools and approaches, with the ability to analyse and evaluate practice and impact of work undertaken.

Attend supervision and engage in an appropriate package of supervision.

Participate in self-development, attend training, groups relevant to the role to keep up to date with current initiatives, best practice guidance and approaches, maintaining an up-to-date knowledge of current issues around the needs of children, young people, and their families.

Specific priorities including some or all the above duties/responsibilities will be determined via the CLG and/or working groups and communicated through the Cluster Leader/Cluster Chair.

Coordinate professionally with other agencies to ensure effective support for vulnerable families, including;

- Other appropriate professionals e.g. schools, Social Care, AIP, CAMHS, MindMate, Health Visitors etc.
- Attending/Leading Early Help Plan/ Review meetings
- Signposting, requesting and /or referring to services from appropriate agencies to meet needs of children and families where these are in the best interests of the child, young person, or the family, or where the level of support exceeds our resources and/or expertise.

Flexibly meet the needs of targeted children, young people and families, amending practice to facilitate positive outcomes by placing the child and family at the centre of the provision. Adapt working practices, and extended support time for those children and young people with SEND.

To support the development of restorative practice across the cluster, monitoring, adapting and updating working practices were appropriate. Providing reports and evaluations for the CLG when requested by the Cluster Leader.

To exercise a high degree of independence, initiative and expertise and have up to date knowledge of services and support available for children, young people and their families.

To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.

To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.

To adhere to all policies and procedures.

To undertake other duties commensurate to the post or grade as required.

RELATIONSHIPS

The post holder will be expected to develop strong links with professionals in schools and setting within the EPOSS cluster as well as with all other major stakeholders in the area. Of particular importance however is the ability to develop trusting and professional relationships with children, young people and families in order to assist them to access and engage with appropriate support.

PHYSICAL CONDITIONS

The post holder will be based in the EPOSS Cluster Office bases at Wetherby High School but will be expected to work within all the schools and settings in the EPOSS cluster area. The role will include independent travel to all appointments. Post holder to have current driving license is essential.

VARIATION IN ROLE

Given the nature of the role, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post.

HEALTH & SAFETY

The postholder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

We are actively committed to safeguarding and promoting the welfare of all Children and Young People and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.

Person Specification		
<p>Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training.</p>		
SKILLS	ESS	DES
Able to listen and relate to children, young people, and parents/carers in an empathetic manner, valuing their views, experience and to recognise their strengths, to develop effective relationships with children, young people and families.	X	
Well-developed communication and presentation skills with the ability to develop, communicate, persuade, and gain ownership of a clear vision	X	
Proven ability to maintain and analyse data and other monitoring and evaluation information as required within set time scales and targets.	X	
Ability to offer time limited, solution-focused interventions when supporting individual families, whilst being accessible and supportive.	X	
A commitment to early intervention as a means of making a positive difference to the lives of children and young people.	X	
Ability to work flexibly as part of a busy team to meet the needs of children, young people, and their families whilst managing own time and caseload	X	
Ability to work effectively in a multi-disciplinary team, alone, within own service sector and with other agencies in the cluster to support children, young people and families	X	
Ability to take responsibility for the quality of work, acknowledge mistakes, find solutions and learn from the experience.	X	
Ability to identify where early intervention is needed using appropriate assessment methods.	X	
Able to respond to difficult situations and/or individuals in a calm, fair but effective manner, seeking advice and support where appropriate.	X	
Ability to manage a range of risks effectively in a partnership setting.	X	
KNOWLEDGE	ESS	DES
A proven knowledge and understanding of diverse needs and issues which create pressures for families.	X	
A working knowledge of local strategies for working with children and families	X	
A working knowledge of Early Help Plans (EHP) and how to lead these.		X
Good knowledge and understanding of legislation, guidance and practice relating to Children's Services, Working Together to Safeguard Children and of Local Safeguarding Children's Partnership Procedures.	X	
Knowledge of issues associated with integrated team working.	X	
Knowledge of available local support services for children and families and referral routes to these sources of support.	X	
Good understanding of the broader context of children and young people's wellbeing and mental health and its impact on i.e., attendance, mental health support needs in schools, SEN in schools.		X

Good working knowledge and understanding of Outcome Based Accountability (OBA) and restorative practice approaches.		X
Good knowledge and understanding of whole family working, family agreements and contracts, team around the family approach within a multi-professional environment.		X
EXPERIENCE	ESS	DES
Experience of successful development and delivery of family support interventions to improve outcomes for children, young people, and their families	X	
Experience of working 1:1 and in small group settings with parents/carers on a range of parenting related topics		X
Experience of working with children, young people, and parents/carers from a range of different backgrounds and demographics and understanding the needs within different communities	X	
Experience of undertaking holistic assessments of family and children's, young person's needs, development, and learning.	X	
Experience in multi-professional and multi-agency working to respond to needs of children, young people, and families.	X	
Working in close partnerships with parents and carers, offering support in a variety of ways.	X	
Work using own initiative, managing caseloads and time, whilst communicating effectively with other members of the team.	X	
Experience of maintaining concise, accurate records and managing sensitive category data	X	
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	ESS	DES
Commitment to safeguarding the welfare of children, young people, and parents/carers.	X	
Willing to abide by the School's Equal Opportunities Policy in the duties of the post, and as an employee of the EPOSS Cluster	X	
Willing to carry out all duties having regard to an employee's responsibility under the School's Health and Safety Policies	X	
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.	X	
Willing to take responsibility for one's own actions	X	
Committed to the delivery of high-quality targeted services to children, young people and parents/carers with a clear child centred approach and philosophy.	X	
Willingness to lead by example to promote excellence.	X	

Staff Benefits



Wellbeing and Fitness

Bodyline Fitness Membership

Flexible membership with a 30 day cancellation notice period at the same rate as annual membership.

Discounted Hairdressing and Beauty Service

Leeds City College – the Salon Leeds
0113 245344

Discounts on all services (some via appointment only)

Book via www.thesalonleeds.co.uk

Simplyhealth (Leeds Hospital Fund)

Access to discounted health benefits

APL Smart Clinic

Access expert support and advice for life's ups and downs 24/7, 365 days a year.

Access support when you need it, including counselling, physiotherapy and stress management

Leisure and Shopping

Vivup Employee Benefits

www.vivup.co.uk/users/sign_up

Under organisation choose: Leeds City Council – VA Schools

Discounts for Teachers

(available to all school staff)

www.discountsforteachers.co.uk

Teacher Perks

(available to all school staff)

www.teacherperks.co.uk

Services

Commuter Travel Club

Discounts on bus tickets

www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information

O2 offer

Up to 25% off your Airtime Plan when you buy a new phone or tablet on O2 Refresh.

With the employee discount programme, O2 Open using code LCC17.

www.o2.co.uk/open

Employment Benefits

Access to a good pension scheme

Through either the **Teachers Pension Scheme** or **West Yorkshire Pension Scheme**

National College Membership

www.nationalcollege.com

Wetherby High School CPD

Access to a wider range of personalised, bespoke CPD

Generous holiday allowance

Generous Maternity, Paternity and Adoption policies

Guidance for Applicants

Application Form

Please complete the Application Form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). We require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process.

The supporting information section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form, if you send us this electronically we will ask you to sign this at the interview and assessment stage.

Interview and Selection Process

Applicants who best meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the School if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Pre-employment checks:

References

If you are short listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.

Online Checks

Online Checks will be completed before interview for shortlisted candidates. The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview. The online check

will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Disclosure and Barring Check.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken. Checks will also be made against the Barred List. Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

All such checks must be satisfactory before we confirm any offer of an appointment

As an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'.

For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Statement on the recruitment of ex-offenders below.

Medical Assessment

A satisfactory medical declaration must be made before we confirm any offer of an appointment.

Prohibition Checks

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2023 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.

Each of the following activities is teaching work:

- Planning and preparing lessons and courses for students
- Delivering* lessons to students;
- Assessing the development, progress and attainment of students; and
- Reporting on the development, progress and attainment of students.

* "delivering" includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

Overseas Checks

Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include including references from any overseas education employer where candidates have worked in an education setting overseas.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. This will include checks to ensure that candidates appointed as qualified teachers have QTS status and where appropriate have successfully completed their statutory induction.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age

Statement on recruitment policies, including the recruitment of ex-offenders

Further information about our recruitment policies and procedures, including our policy statement regarding the recruitment of ex-offenders is available on the recruitment pages of our school website. As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

We will send shortlisted candidates a disclosure form to complete prior to interview. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants should therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020).

Please refer to the flow charts on our website to determine convictions and cautions that should be disclosed. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

Privacy Notice for Applicants



This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

The categories of information that we process include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also process (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school’s Data Map, sometimes called the Record of Processing Activity (RoPA).

Why we collect and use workforce information

We use job applicants’ data to:

- a) enable us to confirm relevant experience and qualifications
- b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards pupils
- c) enable us to monitor equalities
- d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). **processing is necessary for compliance with a legal obligation to which the controller is subject.** and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Collecting job applicants' information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools [IRMS Schools Toolkit - Information and Records Management Society](#)

Who we share job applicants' information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Manager or the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@wetherbyhigh.co.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in July 2024

Contact

If you would like to discuss anything in this privacy notice, please contact: **Richard Lewis-Ogden, Data Protection Officer** - DPO@bywaterkent.co.uk