

## JOB DESCRIPTION

<b>POST TITLE:</b>	Family Support Worker ( <b>Part Time 0.6</b> )
<b>POST RESPONSIBLE TO:</b>	Assistant Principal Pastoral, Behaviour and Attendance
<b>SALARY:</b>	Grade 6 (SCP 12 to 18)  Full Time Equivalent to £27,711 - £30,559  <b>Actual Salary – Term time plus 1 week £14,930 - £16,465</b>
<b>Start Date:</b>	1st September 2025

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### JOB PURPOSE

To work with students (aged 14–19) and their families, within the academies Learning Support Centre, providing timely support, early intervention, and guidance to help them thrive academically, socially, and emotionally—enhancing engagement, attendance, and safeguarding.

### DUTIES AND RESPONSIBILITIES

#### 1. Family Engagement & Support

- Build trust with parents/carers and young people.
- Deliver one-to-one support—for example: attendance issues, exam anxiety, or mental well-being concerns
- Offer parenting guidance, relationship building, and practical life skills support
- Signpost families to external support (e.g., mental health services, job/employment advice, housing)

#### 2. Attendance & Behaviour

- Monitor student attendance and punctuality; proactively contact families regarding concerns
- Collaborate with Attendance Officer and pastoral team to improve attendance
- Assist with developing behaviour strategies and support reintegration plans after suspensions or periods of absence

#### 3. Safeguarding & Early Help

- Act as part of the safeguarding team—identify and report concerns per academy policy.

- Make referrals to external agencies (e.g., Early Help, Solar) and attend relevant case conferences (e.g., TAF, CIN).
- Maintain accurate records and contribute to Early Help Assessments.

#### 4. Partnership Working

- Liaise with internal staff—tutors, SENDCo, HoD's and ESLT—to coordinate introductions and supports.
- Work alongside external partners: Solihull local authority, health services, charities, employers for post-16 progression.
- Attend multi-agency meetings to develop wrap-around support.

#### 5. Programmes & Workshops

- Develop and deliver small-group programmes focusing on resilience, study habits, emotional health, and employability.
- Undertake home visits and community outreach initiatives.
- Contribute to open events, parent evenings, and career fairs to promote student welfare.

#### 6. Pastoral Duties

- To be involved in the pastoral life of the Academy, fulfilling mentoring and pastoral roles in which your status as a role model within the academy is used to raise learners' aspirations and signpost effective personal development opportunities;
- Assist with enrichment activities, e.g. small sports activities, engineering projects, creative or learning support groups.

**Any other duties commensurate with the level of this post and as directed by the Assistant Principals, Associate Principal or Chief Executive.**

All offers are subject to clearance of references and enhanced DBS checks

## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
<b>QUALIFICATIONS</b>	
Hold NQF Level 3 qualification	E
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2	E
Training in relevant learning strategies e.g. literacy	E
Level 3 qualification in relevant STEM subject	D
Evidence of specialism in the following areas of need: SEND/Attendance concerns	E
<b>EXPERIENCE</b>	
Proven record of success working with students with additional needs/ attendance concerns	E
Working with a range of agencies to support students and parents	E
An understanding and demonstration of barriers to learning and how to overcome this	E
Understanding of outstanding teaching, learning and assessment strategies	E
Understanding of behaviour for learning.	E
<b>KNOWLEDGE AND SKILLS</b>	
Excellent subject knowledge	E
Knowledge and understanding of current developments in SEND	E
Ability to analyse and interpret student performance data and set targets for students.	E
Ability to create an ethos which enables all students to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Excellent literacy, numeracy and ICT skills	E

PERSONAL ATTRIBUTES	
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
To work under pressure and meet deadlines	E

## **FURTHER PARTICULARS**

*“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.”*

*The late Professor Lord Bhattacharyya, Chairman, WMG*

### **The WMG Academy for Young Engineers**

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects, such as art, computer science and business studies. In addition, all Key Stage 4 students can follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit their individual needs.

### **Our vision**

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

### **WMG Academy for Young Engineers Coventry**

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post-16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.15pm timetable (Tuesday and Wednesday) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays, Thursdays and Fridays students leave at 3.20pm.

### **WMG Academy for Young Engineers Solihull**

Opened in September 2016, the Solihull Academy boasts over £2M of specialist equipment and ICT and currently has over 400 students on roll. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.15pm working day used in the Coventry Academy (Tuesday and Wednesday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

### **The Role**

The WMG Academy is looking for an outstanding Higher Level Learning Support Assistant to join the Pastoral Team at WMG Academy Solihull. The successful candidate will be passionate about supporting young people and determined to see all students achieve their best.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.

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