



Applicant Information Pack

Parent Link Worker

Inspiring hearts and minds

www.wykeresifed.dorset.sch.uk



Wyke Regis Primary Federation

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Wyke Regis Primary Federation

1 Our Schools

Wyke Regis Primary Federation was established in September 2010 bringing together Wyke Regis Infant School and Nursery and Wyke Regis CE Junior School under one Governing Body. The schools are located on adjacent sites with generous and attractive grounds.

As a Federation, the schools have one Head of Federation, one Deputy Head of Federation, one Inclusion Manager and one Governing Body. Each school also has a non-teaching Assistant Head and a School Business Manager.

Wyke Regis Infant School and Nursery

The school is a Community Infant School and caters for children aged between 3 and 7 years age.

The school's nursery class offers part time nursery education. There are places for up to 26 children at each session. Currently each child can attend for up to 15 or 30 hours free a week, depending on whether they qualify for the extra hours of Government funding. The nursery is a self-contained unit with its own entrance, a large classroom, a kitchen area, toilets and a secure outdoor play area.

The school is a 3 form entry school, which is above average in size with an admission number (PAN) of 270. Each class base has a classroom, an annexe for small group activities, and a large art and craft area.

All classes have an outside learning area as well as sharing extensive grassed and hard surface play areas. The school's accommodation also includes a large hall, library area and a Nurture Room.

The school is organised into 3 year groups with three year leaders forming our MLT.

Current Ofsted grade Good March 20



Wyke Regis CE Junior School

The school caters for children aged between 7 to 11 years of age. The premises consist of twelve classrooms, a library, a large practical/resource area, a fully equipped ICT suite, a hall, with adjoining drama/music studio and three Learning Bases.

There are two play areas used for playtimes, including a sports MUGA and there is a large playing field for sporting activities.

As a Church of England Voluntary Controlled school, the school has close links with All Saints Church which is the parish church.

The school is a 3 form entry school with the majority of children progressing from Wyke Regis Infant School. The Junior School is also above average in size with an admission number (PAN) of 360.

The school is organised into 4 year groups, with 3 classes in each year group. Each year group is currently led by a Year Leader. Year Leaders have responsibility for pastoral care and the organisation of curriculum within their year group and form our MLT.

Current Ofsted grade Good April 22



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Wyke Regis Primary Federation

2 The local and surrounding area

The Federation schools are located in the village of Wyke Regis, part of the south western suburbs of Weymouth, on the northern shore of Portland Harbour, where the National Sailing Academy (host of the 2012 Olympic sailing events) is located and at the south eastern end of the world famous Jurassic Coast.

POPULATION STATISTICS

Dorset stretches from Lyme Regis in the west to Christchurch in the east and as far north as Sherborne and Gillingham. The greater part of the county is rural with many small villages and a few small towns. After Bournemouth and Poole, Weymouth is the largest settlement in Dorset. The most recent data records the County population at 754,460. The latest population for the Borough of Weymouth and Portland is recorded as 65,130 of which 16.5% are aged 0–15 years.

THE AREA

Wyke Regis has its own charter, granted in 988, and is proud of its history and present growth. It is a close community and, although spreading outwards, the ethos of the area is much determined by the Old Village at its centre.

THE COMMUNITY

The Federation Friends Association organise regular functions for pupils and members of the community. In addition, parents are encouraged to be actively involved within the Federation schools. The children are considered to have an important part to play in the running of the school. Each school has a School Council, which has taken a leading role in the school improvement process.

We work collaboratively with other local primary schools; links are also well established in the wider local community with the schools taking part in many events and festivals.





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3 Person Specification – Parent Link Officer

	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with children or parents/families • Experience of working in a school or family focussed setting e.g. family services 	<ul style="list-style-type: none"> • Experience of working with children who have a variety of educational needs • Experience of working with children in a school setting
Education and Training	<ul style="list-style-type: none"> • Holds minimum NVQ3 in a relevant area of training • Qualified to GCSE level C in English and Maths • Willingness to further own professional development and undertake training 	<ul style="list-style-type: none"> • Holds NVQ3 or equivalent child or family support focused qualification • Recent relevant training/CPD • Further qualifications in chosen field • Knowledge of Trauma Informed School practice
General and Specialist Knowledge	<ul style="list-style-type: none"> • Ability to contribute to the values and ethos of the Federation • An interest in and a commitment to engaging and enthusing parents and children in terms of their aspirations and achievements • A commitment to supporting the individual needs of children 	<ul style="list-style-type: none"> • Ability to use IT competently • Knowledge of KS1 & 2 curriculum • Experience of Restorative Practice or Therapeutic Thinking • Knowledge of how to support any aspect of childcare such as behaviour, mental health etc.
Skills and Attributes	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Ability to motivate and enthuse young learners and their parents • Ability to work as a member of a team 	<ul style="list-style-type: none"> • Able to hold meetings with parents and external agencies • Positive pro-activity and creative thinking
Additional Qualities	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries in accordance with good safeguarding practice with adults and children • Emotional resilience, confident and tenacious manner • Flexibility and reliability • Sense of humour! • Calm and patient demeanour 	



Job description

4 Job Description for Parent Support Advisor

Job title:	Parent Support Advisor
Job ref:	XS 3.16
Grade:	Dorset Grade 7
Reports to:	Head of Federation / Deputy Head of Federation

Main job purpose

Support schools to provide full access to the Parent Support element of the Extended Schools Core Offer.

Promote the engagement of parents in their children's learning.

Develop early intervention and preventative work with parents, providing targeted support to parents and signposting to sources of additional support.

An enhanced DBS check is essential for this post.

Main responsibilities and duties

1. Provide impartial information (and referrals as appropriate) to parents about school based and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
2. Identify in partnership with parents their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.
3. Support parents by providing appropriate information and/or referrals and helping them to improve their parenting skills (e.g. by running basic parenting classes).
4. Promote high quality at home parenting by encouraging authoritative rather than authoritarian discipline and promoting conversations between parents and their children.
5. Build positive relations with schools in the cluster/pyramid and actively promote the PSA role to ensure sufficient school and parent self-referrals.
6. Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning.
7. Work with parents in a school context, supporting them and building their engagement with their child's learning.



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8. Support parents and their children through personal challenges and transitions to ensure continued engagement with school and learning and provide transition support for parents when their children transfer between phases.
9. Encourage good relations and effective dialogue between parents and school staff about children's progress and barriers to learning.
10. Work with schools in the cluster/pyramid to build programmes that increase levels of parental engagement with the schools and support for children's learning.
11. Promote, organise and facilitate family learning opportunities to promote parental confidence to engage with their children's learning.
12. Work as part of an area team of PSAs, linking with Extended Services Coordinators to ensure parent support courses/classes for parents are available across the area.
13. Work closely with ESWAS, BSS and school staff with responsibility for behaviour and attendance.
14. Work closely with the integrated locality team, supporting the Common Assessment Framework process.
15. Participate in internal and cross-organisation meetings and working groups as appropriate for exchange of information and 'best practice'.
16. Liaise with other PSAs across Dorset to share best practice.
17. Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.
18. Keep records and all documentation pertaining to meetings/contact with children and young people and their families, recording impact/outcomes of service provided.
19. Conduct reviews and assessment of the effectiveness of the work being carried out including evaluation of parenting courses by the delegates.
20. Keep informed records of all action taken to support improvement in the behaviour and attendance of pupils.
21. Attend training and supervision.
22. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
23. Any other duties and responsibilities within the range of the salary grade.

Knowledge & skills

Experience of working in a school or family focussed setting e.g. family services is desirable.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication.

Background knowledge of the Foundation and National Curriculum and School's procedures and policies.

Knowledge of pupils' individual targets and, where appropriate may require more specialised knowledge in specific curriculum areas.

Significant empathy with pupils who have additional or special educational needs. Where appropriate, to be prepared to undertake special skills training e.g. signing, to meet additional educational and communication needs.



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A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.

Sound interpersonal and supervisory skills, supported by recognised training are required to assist in managing the resources available.

Knowledge of legislation and regulations applicable to the support and care of pupils.

They must have achieved a qualification in English/literacy and mathematics/numeracy and NVQ Level 2 of the National Framework and ideally be working towards Level 3.

Supervision and management

Typically, there will be supervision available from the classroom teacher on a daily basis and regularly within the day. Additional support may be provided by the SENCO/PTA or Supervisory TA within the team. The post holder may be required to support the induction and further training of classroom TAs.

Problem solving and creativity

On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual pupil.

Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.

There will be occasional interruptions. Deadlines will relate and be appropriate to the timetable being followed.

Additionally, creativity and innovation are needed to meet the special education and care needs of individual pupils, such as those with significant physical disability and emotional difficulties, including regular exhibitions of challenging behaviour and aggression.

A creative approach to supervisory duties, training and in supporting staff is required.

Key contacts and relationships

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Contact with Health Service professionals to provide daily support for the pupils with known medical conditions.

Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on pupil's progress. Such communications can be of a delicate nature depending on a pupil's particular need.

There will be regular contact with the Head teacher, relating to on-site supervision of TAs, deployment and cover arrangements.

Decision making

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities behaviour and care. These decisions often need to be made immediately to deal with the situation presented.



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Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.

There will be often a need to make immediate decisions, without initial referral to teachers, in relation to immediate care, control and safety of pupils with special educational needs.

Decisions are made on the day-to-day deployment of TA staff and resources, under the overall direction of teaching staff.

Resources

Books, stationery, writing equipment
ICT and AVA equipment

Working Environment

The range of areas, number of classrooms/halls etc. will depend on the particular school.

Most of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.

Occasionally, substantial physical effort may be required in providing assistance to pupils with significant physical disability. There may be an occasional need to physically lift pupils such as for safety or care needs and occasional unpleasant conditions relating to pupils' personal hygiene needs.

There are often physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with pupils.

A normal school environment, although the jobholder may be involved in external school activities, such as swimming and educational visits.

Equipment used will include photocopiers, computers, medical /sport /science /art /technology /home economics equipment and in the case of special schools additionally plus hoists, wheelchairs and minibuses.

While the level of pupil needs will vary from time to time, the jobholder will be predominantly working with pupils who are especially difficult to engage in activities, may present more frequent behavioural problems and where the attention span presents greater challenges and a need for high levels of patience to attain pupils' individual targets.



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5 Appointment and Remuneration

How to Apply

Your completed application form must be submitted by the submission date. Interviews will be held following the shortlisting process and candidates will be informed by telephone and e-mail. Your supporting statement should detail your motivation for applying for this position. Decisions regarding the short-list will be made with reference to the person specification and job description.

NB: All applicants are required to complete the Dorset Council application form. We do not accept CVs in place of an application form.

Selection Process

The selection process will be undertaken by the Wyke Regis Primary Federation Senior Leadership Team (SLT) and governors who are committed to selecting excellent and motivated individuals to become part of our outstanding team to take our Federation forward.

If you require any more information please contact Mrs Jo Rose, School Business Manager.

Any offer of employment made will be subject to receipt of satisfactory references, and positive responses to other pre-employment checks regarding your suitability for appointment.

Further details of the recruitment process and our Information Management and Data Protection procedures are contained in Recruitment Privacy Notice overleaf.

Salary

The salary for this position will be NJC Grade 7 Scale points 8-14 and will be commensurate with experience.



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6 Recruitment Privacy Notice

Wyke Regis Infant School and Nursery and Wyke Regis CE Junior School (collectively referred to as Wyke Regis Primary Federation) are the data controllers for the information you provide during the recruitment and selection process unless otherwise stated.

What will we do with the information you provide to us?

The information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements.

We will not share any of the information you provide during the recruitment and selection process with any third parties or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than it is needed.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. Any information provided during the online application process is not provided to the school. Any information you do provide, will be provided to and used by Dorset Council only to produce and monitor equal opportunities statistics.

Conditional offer

If a conditional offer of employment is made to you, we will ask you for information so that we can continue our pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer.

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to present original documents, which we will photocopy.
- Proof of your qualifications – you will be asked to present original documents, which we will photocopy.
- You will be asked to complete a criminal records declaration (Form HR14) to declare any unspent convictions.

The email address you provide will be used by the employing school to contact you to complete an application for a Criminal Record check via the Disclosure and Barring Service.

We will contact your referees, using the details you provide in your application, directly to obtain references.



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Occupational Health

If we make you a conditional offer, we will ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

Should further consideration be required regarding your fitness for work, you may be asked to complete a pre-employment questionnaire. The information you provide will be forwarded unopened to Dorset Council's Occupational Health Team who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Dorset Council's Occupational Health Team or on occasion OH Assist, the County Council's external occupational health specialists.

Their privacy notice can be viewed at: <http://www.ohassist.com/privacy-policy/>

Once all pre-employment checks have been satisfactorily completed and we make a final offer of employment, we will also ask you for the following:

Bank details – to process salary payments

Emergency contact details (NoK) so we know who to contact in case you have an emergency at work

Personnel Records

If you accept the final offer from us, your electronic personnel records will be held on SIMS, Dorset Council's approved Management Information System provided under licence by Capita plc.

Your personnel records will also be held on SAP which is the records system used by Dorset Council Human Resources Department on our behalf for the purposes of payroll and the retention of data about your employment.

Their privacy notice can be review at:

<https://www.sap.com/corporate/en/legal/privacy.html>

Retention of Information

If you are successful, the information you provide during the application process will be retained by the school as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the recruitment and selection process.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the recruitment and selection process.

Equal opportunities information is retained for 6 months following the closure of the recruitment and selection process whether you are successful or not.

Your rights

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here –

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>



Wyke Regis Primary Federation

Complaints or queries

Wyke Regis Primary Federation tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the Federation's collection and use of personal information.

However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact the Data Controller at the school concerned:

Wyke Regis CE Junior School
High Street
Wyke Regis
Weymouth
Dorset
DT4 9NU

Access to personal information

Wyke Regis Primary Federation tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998 and General Data Protection Regulations.

If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

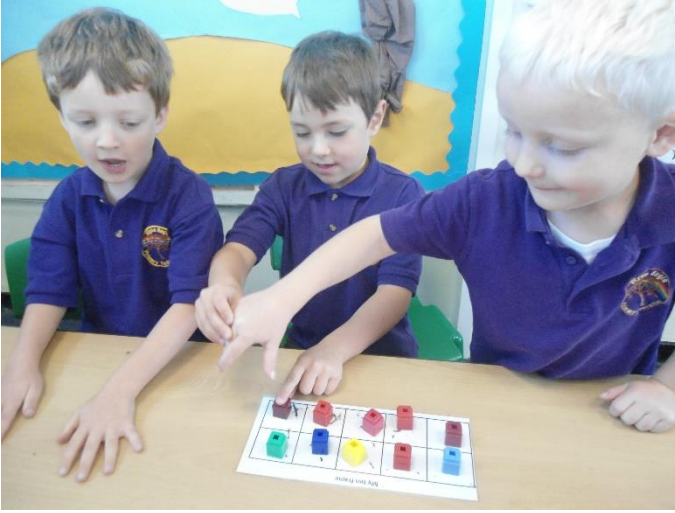
To make a request for any personal information we may hold you need to put the request in writing addressing it to our Data Controller or writing to the address provided above.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Data Controller at the school.



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