



# Early Help Officer

**Grade 8 – SCP 19 – FTE Salary £25,481  
Actual Salary - £15,330**

**25 Hours per week – Term time only + 10 days**

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Our Early Help Officer is an integral part of our Inclusion team. You will work closely with our Asst Principal for Inclusion and our wider DSL team. The role will require you to be flexible and make really effective use of your time and work from your own initiative. The nature of the role means that there is a balance between fixed timetabled jobs each week and then flexibly responding to the ever-evolving circumstances of families and school, and adapting your timetable to accommodate.

The 25 hours may be allocated over 4 or 5 days - to be discussed at interview and agreed prior to appointment. Please call to discuss the role with the Principal/Inclusion Assistant Principal and for more information.

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<b>Closing date:</b>	Monday 1 <sup>st</sup> February 2021 at 9am
<b>Interview date:</b>	To be confirmed

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### Important Safeguarding notice

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



## **Beaumont Primary Academy**

### **Background and Vision**

#### **“Adventures in Learning”**

Beaumont Primary Academy opened in September 2016. It is situated in the grounds of Moor End Academy in Crosland Moor and near to Beaumont Park. In September 2018, we moved into our purpose built academy. As part of South Pennine Academies, Beaumont Primary Academy is well supported by a successful Trust team led by the CEO, Jane Acklam OBE. We currently have pupils from nursery through to Year 4 - we will reach Year 6 by September 22. Beaumont is a three form entry primary, with two classes in nursery.

At Beaumont a highly skilled and experienced team of staff are all committed to providing a high quality education for our students. Our expectations are high and we work relentlessly to realise them. Our belief is that all children whatever their background and starting points, can achieve highly.

We know that children only get one chance at their education and we have a duty to ensure that at the end of each stage of their education, children are ready and prepared for moving on to the next stage. Alongside the strong focus on progress and attainment, a planned programme of opportunities is in place which enriches experiences, allowing students to develop their interests, social skills and embrace the community around them, in many areas of learning.

We want our children to be truly involved and excited by their education and as such we provide active, engaging and interactive learning experiences, both onsite and beyond as a classroom and this is an essential part of the role. The classroom environment is a fundamental part of the learning experience where children have a sense of ownership and are able to develop as purposeful, focussed and independent learners with a strong voice.

We have well established relationships with our families and the local community. We hold regular family learning afternoons and morning reading sessions, where parents are involved in their child’s learning journey. Our families engage well with a range of positive early help strategies and this will be the focus of the role.

Our commitment to our community is uncompromising and we are looking to recruit someone who shows that commitment to our community.

Beaumont Primary Academy serves a vibrant academy community from diverse backgrounds. We want students to be proud of themselves and who they are, whilst having the highest standards of respect and understanding for each other. We are a very happy and vibrant school.

Beaumont Primary Academy has the advantage of sharing a site with Moor End Academy, Woodside Pre-School and Huddersfield Horizon SCITT, allowing for close partnerships across the campus.

Find out more on our website [www.beaumontprimary.org.uk](http://www.beaumontprimary.org.uk) or on our Twitter account @BeaumontPAC

Yours sincerely,



**Miss Debbie Kelly,  
Principal**





## South Pennine Academies

### Sponsorship

South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local academies.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all academies in the Trust including Beaumont Primary Academy.

The key to the Academies success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

At Beaumont, we are proud to be part of the SPA team. Staff have fantastic opportunities to work with colleagues across the Trust and build upon good networks to support professional development.

#### The Vision:

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on academy improvement with inclusion and diversity at the core.



## THE SELECTION PROCESS

### How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Early Help Officer** you should;

- Follow the link to complete the electronic application form via the TES website – the link can be viewed directly on the TES website (see link below) or via from the academy website at [www.beaumontprimary.org.uk](http://www.beaumontprimary.org.uk). Please **do not** complete a Kirklees Application form as they cannot be accepted. If you require a handwritten form to complete, please contact the academy office on 01484 503111.
- <https://www.tes.com/jobs/vacancy/early-help-officer-kirklees-1391235>
- Complete the application form fully on-line, ensuring all details are accurate and all declarations are read and understood. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Please ensure that your personal statement is no more than 2 A4 sides.
- Please see front page for closing date and interview date. Interviews, at this stage, are likely to be held via Zoom or Microsoft Teams, but information will be given to shortlisted candidates.
- Unfortunately, due to the current Covid-19 pandemic, we are unable to offer any visits to the Academy. We do have some virtual tours on the academy website and more information on our school.

**Successful applicants will be required to undertake a Criminal Record Check via the DBS.**

**Beaumont Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## JOB DESCRIPTION

<b>JOB TITLE:</b> Early Help Officer	
<b>SCHOOL:</b> Beaumont Primary Academy	
<b>Grade: 8 / Spinal column point 19</b>	<b>HOURS: 25 hours p/w TT0 + 10 days</b>

### **JOB PURPOSE:**

To work under the guidance of the DSL and Head of School to implement safeguarding and child protection policies, procedures and guidance. To address child protection concerns including the co-ordination of referrals, dealing with cases and external agencies, attending meetings, writing safeguarding reports and referrals.

Addressing issues surrounding pupil attendance and punctuality management including parental meetings, writing reports and presenting data to ensure the school achieves excellent attendance.

Work with families to promote parental engagement and organise parent/family support classes and initiatives as agreed with the Principal.

**FOR CHILD PROTECTION PURPOSES AN ENHANCED DISCLOSURE WILL BE REQUIRED FOR THIS POST.**

### **KEY TASKS**

#### **Safeguarding**

1. Implementing child protection policy and procedures.
2. Responding appropriately to disclosures or concerns relating to the wellbeing of children.
3. Maintaining accurate, confidential and up-to-date documentation on all cases.
4. Liaising with school staff in initiating multi-agency referrals for pupils.
5. Receiving and coordinating referrals, arranging action and reviewing services for children and families with guidance from the DSL.
6. Liaise with the DSL regarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
7. Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies in consultation with the Designated Safeguarding Lead(s) / Principal(s).

8. Liaise directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm.
9. Liaise with local and feeder schools to ensure smooth transition for children who are currently working with multi-agencies.
10. Encourage a culture of listening to children and young people taking in to account their wishes and feelings so that measures may be put in place to protect them.
11. Respond appropriately to disclosures or concerns which relate to the well-being of a child.
12. Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection.
13. Co-ordinate referrals to multi-agencies and where appropriate act as the lead in professionals meetings.
14. Identify pupils and families who need extra financial support and co-ordinate referrals to welfare and funding agencies.
15. Ensure that students who are victims of abuse are supported appropriately and sensitively, planning and intervention meetings are successfully carried out and monitored being alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
16. Ensure that the child protection policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the Academy's role.
17. Maintain confidentiality at all times and be aware of data protection and the sharing of information.
18. Work with staff to maintain a confidential database of safeguarding referrals.
19. Adhere to the School's policies as outline in the staff handbook.
20. Produce reports as agreed with the DSL.
21. Take a pro-active role in the development of the Community Hub and liaise with all relevant personnel.

## **Attendance**

22. Be the main contact for all attendance issues and chase up reasons for absence on a daily basis, including making home visits.
23. Ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked and to communicate to them their legal responsibility to ensure their children's regular and punctual attendance.
24. Meet with the responsible Principal / DSL on a regular basis to review pupils' attendance and punctuality and progress towards whole school and year group targets
25. Produce attendance and punctuality reports as required.
26. Work with the appropriate agencies to support the statutory duty of legal action when all attempts have failed.
27. Keep accurate, up to date records of all casework.
28. Produce accurate, statistical data showing trends for different groups of pupils including those eligible for Free School Meals etc....
29. Liaise with office staff to identify pupils and make CME / PSN1 referrals where appropriate.

### **Family Liaison**

30. Undertake structured and agreed learning activities and programmes to support parents and families on a variety of subjects.
31. Establish constructive relationships with parents and carers, promoting the school's home/school policy and other school initiatives.
32. Actively promote parental engagement in school life.
33. Take a pro-active approach to securing funding to support early help strategies.

### **Other Tasks**

1. Maintain manual and computerised records/ management information systems.
2. Undertake typing, word processing and other ICT based tasks.
3. Take notes at meetings when required.
4. Undertake administrative procedures and duties if needed.
5. Maintain and collate pupil reports.
6. Undertake similar duties commensurate with the level of the post as required by the Executive Principal and Head of School.

### **CONTACTS:**

1. Parents/relatives/carers
2. External agencies including Social Care, Educational Psychologists and other education or health care professionals
3. Senior Leadership Team/Teaching and support staff
4. Community Hub personnel

### **EXPERIENCE, EDUCATION, SPECIAL QUALIFICATIONS & TRAINING REQUIREMENTS:**

See attached Person Specification.

# Early Help Officer

## Person Specification

**Key:** A = Application I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
<b>1. Qualification and Training:</b>			
1.1 Relevant Level 3 qualification or above in this area and/or relevant experience with a proven track record.	A, I & R		✓
1.2 Recent relevant training in a safeguarding environment and willingness to undertake training in Level 3 Safeguarding.	A & I	✓	
1.3 A continued commitment to own professional development.	I	✓	
1.4 Understanding of child safeguarding issues and successful measures that promote and ensure the safeguarding of children.	A & I	✓	
1.5 Significant experience with a proven track record in this field of work	A & I	✓	
1.6 GCSE Maths and English – Grade C or above	A & I	✓	
1.7 Ability to co-ordinate early help referrals and lead on early help meetings, including TAFS			
<b>2. General Experience and knowledge</b>			
2.1 Knowledge of current legislation, guidance and developments relating to the subject area.	A & I		
2.2 Experience in the area of safeguarding children.	A & I	✓	
2.3 A good understanding of the work of safeguarding boards and associated legislation and statutory guidance to be able to work confidently in a multi-agency setting.	A & R	✓	
2.4 Experience in communicating to a range of audiences and providing learning activities and programmes.	A, I & R	✓	
2.5 Experience in school management systems including CPOMS, SIMS and/or RMIntegris.	A, I		✓
2.6 Full driving licence and means to travel.	A, I	✓	

<b>3. Personal Style and Behaviour</b>			
3.1 Tact and diplomacy in all interpersonal relationships with parents, outside agencies, other schools, pupils and colleagues at work.	A & I	✓	
3.2 Ability to communicate effectively.	A & I	✓	
3.3 Have high expectation of oneself and others.	A & I	✓	
3.4 Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	A & I	✓	
3.5 The flexibility to adapt to changing workload demands and new school challenges.	A	✓	
3.6 The ability to work well under pressure and in more than one setting	A & I	✓	
<b>4. Values</b>			
4.1 A genuine passion and a belief in the safekeeping of every pupil across the campus.	A & I	✓	
4.2 Motivation to continually improve standards and achieve excellence.	A & I	✓	
4.3 Commitment to equality of opportunity and the safeguarding and welfare of all pupils	A & I	✓	
<b>5. Other</b>			
5.1 Willingness to travel between schools in the Trust	A	✓	
5.2 Willingness to work in schools across the Trust	A	✓	
5.3 Willingness to attend training and CPD opportunities	A	✓	
5.4 Be willing to consent to, and apply for, an enhanced disclosure to a DBS Check, Self-Declaration and references.	A	✓	

*This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of South Pennine Multi Academies Trust*