



Two Rivers Primary School
Quince
Amington
Tamworth
Staffordshire
B77 4EN
☎: 01827 426123
✉ : office.@tworiversschool.net
🌐: www.tworiversschool.net



TWO RIVERS PRIMARY SCHOOL

Two Rivers Primary School is a special educational needs school, for 2 – 11-year-olds. We are seeking to appoint a dedicated and enthusiastic Family Support Worker & Deputy DSL to join our supportive team. This role is ideal for someone passionate about making a positive impact in SEND children's education and helping each student reach their full potential.

We are seeking applicants with experience of safeguarding and supporting families, particularly within a SEND or specialist education context. The successful candidate will demonstrate a strong commitment, care and passion for making a meaningful difference to the lives of our children and their families, alongside a positive and collaborative team-working ethos.

This is an exciting opportunity for an enthusiastic and motivated individual who is committed to improving outcomes for children with special educational needs and disabilities. Knowledge of, or willingness to develop expertise in, navigating the systems and services that best support SEND learners and their families will be highly valued.

We are looking to recruit a 30 hour a week Family Support Worker & Deputy DSL to start Sept 1st 2026. This post is Monday-Friday (Term-time only), and is offered initially as a temporary contract until December 2027.

LEVEL 3

Salary range: £25,989 – £27,254 (full-time equivalent)

£18,206 - £19,092 (actual salary)

Key Requirements:

- NVQ Level 3 (or equivalent) in Supporting Teaching and Learning, Childcare, Health and Social Care, Family Support, or a related field
- Proven experience of working with children with Special Educational Needs and Disabilities (SEND) and their families.
- Training or qualifications related to safeguarding children and young people
- Professional development or certification in areas such as autism, speech and language needs, SEMH, or complex needs and social care
- Experience of working with families and multi-agency professionals, including health, social care, and external support services
- Knowledge of SEND systems and processes, including EHCPs and early help frameworks, or a willingness to develop this expertise

We are looking for someone who:

- Has high standards and expectations of themselves and the children
- Is solution focused in their approach to support
- Is creative, enthusiastic and has a positive 'can do' approach
- Enjoys working collaboratively as part of a dedicated, hardworking team
- Has excellent interpersonal skills

We can offer:

- A warm, stimulating and supportive environment
- Being part of an excellent team of professionals who are child focused, and value the work you do and who would welcome you on board
- Students who really enjoy the experience offered at the school
- Continuing Professional Development
- Employment reward platform offering financial, wellbeing and health benefits

Visits to the school are encouraged, to arrange a visit please contact the school office on:
Primary School Tel: 01827 426123

To apply for this post, please complete the application form attached. All completed applications should be returned to: recruitment@tworiversschool.net

Closing date **Thursday 14th May 5pm**
Interview date **Wednesday 20th May**

School Address: **Two Rivers Primary School, Quince, Amington, Tamworth, B77 4EN**

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

The position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. In addition, for shortlisted candidates an online search (including social media) will be conducted as part of the School's due diligence in line with KCSIE (Keeping Children Safe in Education).

Job Profile

Two Rivers Primary School				
Job Number	Post Title	Grade	Points	Date
AA6952 (formerly C1240)	Family Support Worker	Grade 5	410 NJC	April 2008

Responsible to: **Laura Slinn – Headteacher**

Job Advert: **Two Rivers Primary School, Tamworth**
Family Liaison Lead & Deputy Designated Safeguarding Lead

Our School Purpose and Values

At Two Rivers Primary School, every child is valued, celebrated and supported to thrive. Our purpose is simple yet powerful: to nurture confident, curious and resilient learners who feel safe, included and inspired every day. We believe that learning flourishes when children feel understood, supported and connected. The school strives relentlessly to raise aspirations and attainment by providing high quality teaching and learning in a safe a secure environment in which the pupils' welfare is paramount and where everyone is valued equally. The school promotes, encourages, supports and celebrates learning by ensuring:

- Excellent relationships between pupils, staff and parents/carers.
- High expectations for learners.
- A curriculum that is challenging, creative, age appropriate and relevant to the needs of the pupils.
- A positive, happy and motivating learning environment and culture.
- A holistic approach to the pupils' learning, health and welfare is achieved.
- Pupils' confidence and self-esteem is nurtured and combined with respect for others and understanding of responsibilities, self-discipline and high standards of behaviour.
- Strong links with the community.

The staff at Two Rivers Primary School endeavour to develop the characters of all of our learners through developing these values in what we do.

- Kindness
- Perseverance
- Ambition
- Collaboration

Purpose and Values of the Role

The Family Liaison Lead & Deputy DSL plays a vital part in our school community. This role champions the wellbeing of children and families, strengthens the bridge between home and school, and ensures that every child has the support they need to access life and learning and feel safe.

As a school committed to serving our families and children well. This role is building on the excellent foundations already in place. You will help us:

- Continue to build a culture where families feel welcomed, listened to and empowered
- Ensure earliest help, timely intervention and strong multi-agency collaboration
- Maintain the highest standards of safeguarding practice
- Remove barriers so that every child can reach their full potential
- Your work will directly shape the experiences and outcomes of our children.

Statement of Purpose

To strengthen the involvement of children, families and the wider community by providing high-quality support, guidance and early intervention. The role exists to empower parents and carers, reduce barriers, and ensure that every child feels safe, supported and has what they need.

Support to Pupils

- Co-ordinate targeted sessions with relevant groups, agencies and professionals
- Build positive, trusting relationships with families and pupils to support wellbeing and engagement
- Secure strong family involvement to enhance each child's learning journey
- Liaise with and refer to external agencies where appropriate
- Provide early help support to reduce emerging concerns

Support to School and Community

- Act as the main point of contact for families seeking support or guidance
- Seek out and maintain up-to-date knowledge of local services, community groups and support pathways
- Facilitate effective information sharing between school and external agencies
- Promote and organise family learning opportunities and community events
- Engage with parents/carers daily to build strong, respectful relationships
- Work collaboratively with multi-agency partners to achieve the best outcomes for children
- Support families to overcome barriers to attendance, engagement and wellbeing
- Encourage participation in small-group projects that build confidence, skills and resilience

Professional Accountabilities

The post holder must uphold the highest standards of professionalism and integrity, reflecting the ethos and values of Two Rivers Primary School. This includes:

- Adhering to all policies relating to safeguarding, child protection, health and safety, confidentiality and data protection
- Reporting concerns promptly and appropriately
- Maintaining accurate, secure and timely records
- Contributing to whole-school priorities and improvement
- Modelling the school's values in all interactions with children, families and colleagues

Safeguarding Responsibilities

- Promote and safeguard the welfare of all children you come into contact with
- Act as Deputy Designated Safeguarding Lead, supporting the DSL in all aspects of safeguarding practice
- Ensure concerns are recorded, escalated and followed through in line with statutory guidance
- Work proactively with external agencies to protect vulnerable children
- Champion a culture of vigilance, openness and professional curiosity

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Family Support Worker**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an education setting committed to the inclusion agenda. • Experience in liaising with multi-agency services and accessing multi-agency support the school and its community. • Worked as Deputy DSL or equivalent role, with sound knowledge of KCSIE and safeguarding. 	A/I
	<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 2 learning & development support services for children, young people and those who care for them or equivalent qualification, or experience in a relevant discipline, • Very good numeracy/literacy skills equivalent to GCSE C and above. • Training in relevant strategies. 	A/I
	<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Ability to relate well to vulnerable children and adults. • With guidance from and accountability to the headteacher, the ability to manage own workload and work on own initiative. • Ability to work constructively as part of a team. • Ability to deal with sensitive issues in a professional manner. • Ability to communicate effectively orally. • Good interpersonal skills. • Ability to work within established processes and procedures. • Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication. 	

	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a 'can to' attitude, including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experience and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing skills. 	T/A/I
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

Deputy Designated Safeguarding Lead (Deputy DSL)

Purpose of the Role

To support the Designated Safeguarding Lead (DSL) in promoting the safety, welfare and wellbeing of all pupils, with particular regard to the needs of children with Special Educational Needs and Disabilities (SEND). The Deputy DSL will help ensure that safeguarding practices are robust, inclusive and responsive, and that families are effectively supported.

Key Responsibilities

- Act as Deputy Designated Safeguarding Lead, supporting the DSL in all aspects of safeguarding and child protection
- Take responsibility for safeguarding matters in the absence of the DSL

- Respond appropriately to safeguarding concerns, ensuring timely recording, reporting and follow-up in line with statutory guidance and school policies
- Work closely with families, building trusting and supportive relationships, particularly where additional vulnerabilities or complex needs are present
- Support staff in recognising safeguarding concerns, including those specific to SEND learners, and promote a strong culture of vigilance
- Liaise with external agencies, including social care, health services, local authority professionals and other partner organisations
- Contribute to early help, child protection and multi-agency processes, including attending meetings and case conferences where appropriate
- Ensure safeguarding records are accurate, confidential and well-maintained
- Support safeguarding training and awareness across the school community
- Uphold and promote the school's values and commitment to inclusive, child-centred practice

Knowledge, Skills and Experience

- Experience of safeguarding and supporting children and families, ideally within a SEND or specialist education setting
- A strong understanding of safeguarding legislation and guidance, including *Keeping Children Safe in Education*
- Awareness of the additional safeguarding vulnerabilities faced by children with SEND
- Confidence in working with families and navigating support systems to secure appropriate help
- Ability to work collaboratively as part of a multi-disciplinary team
- Strong communication, organisation and record-keeping skills
- A calm, reflective and professional approach when managing sensitive situations

Additional Information

This role is suited to an enthusiastic and compassionate individual who is passionate about making a positive difference to the lives of children with SEND and their families, and who shares the school's commitment to safeguarding, inclusion and teamwork.