

# Olive Hill Primary Academy

*A member of Stour Vale Academy Trust*



**Family Support & Welfare Advisor**

**Part Time 19.5 hours pw**

**Candidate Pack**

**Happy. Confident. Responsible. Successful**



**Advert**  
**Part Time / Permanent**  
**Family Support & Welfare Advisor**  
**Grade 6 SCP 12-17**  
**FTE £27,711 - £30,060**  
**Actual Salary £12,719 - £13,797**  
**19.5 hours per week / 39 weeks per annum**

Do you believe in creating a culture of excellence in which all children are put at the heart of every decision made?

Do you demonstrate a commitment to excellence and continuous growth in all that you do?

Do you have the integrity, compassion, and creativity to work with a fantastic team of professionals?

Are you committed to doing the best for each and every child - enabling them to be happy children, confident individuals, responsible citizens and successful learners?

If you answered yes to the above questions, then the Head teacher and Governors of Olive Hill Primary Academy welcome your application for this position.

Olive Hill is a two-form entry primary school, taking 60 children in each year group. We also have our own nursery provision and can accommodate two-year-olds through a private provider, Acorns. Our lovely school has expanded over-time and offers lots of facilities for our children to learn in a vibrant environment. We have extensive outside space, including a trim trail, a forest school area, two large fields and a range of hard surfaces.

We are a founding member of the Stour Vale Multi Academy Trust and we are proud to learn in partnership with our other schools (Holywell Primary, Huntingtree Primary, Lavender Farm Nursery, Moat Farm Infants, Moat Farm Junior School, Newtown Primary, Northfield Road Primary, Oldbury Academy, Queen Victoria Primary, Redhill School, Ridgewood High School, Earls High School) and beyond.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are committed to ensuring that no applicant will be disadvantaged or discriminated against of their protected characteristics under the Equality Act 2010.

**Closing date:** Monday 10<sup>th</sup> February 2025

**Shortlisting:** Tuesday 11<sup>th</sup> February 2025

**Interviews:** Thursday 13<sup>th</sup> February & Friday 14<sup>th</sup> February 2025

**Please see the full candidate pack for details on how to apply.**



## About Olive Hill Primary Academy

Olive Hill Primary Academy is larger than the average primary academy, with 470 pupils currently on roll from Nursery to Year 6. On 1<sup>st</sup> September 2017, the school became part of the Stour Vale Academy Trust. It was a founder member, alongside The Earls High School and Redhill School.

Our core value is the belief that we are here for each and every child. We believe that fairness is giving every child what they need to be happy children, confident individuals, responsible citizens and successful learners. In delivering our core value, we demonstrate a commitment to excellence and continuous growth through developing leadership in every role, trust and transparency. At Olive Hill we deliver a broad and balanced curriculum that incorporates character development, academic achievement and oracy. We are rigorous, robust and relentless in our pursuit of excellence through having the highest expectations of the children and ourselves. We act with integrity and compassion at all times. It is the strength of our relationships that allow us to deliver a high-quality education to all.

Olive Hill has a stable staff team who share a strong commitment to learning from the best practice in order to provide the best possible education and care for each individual child. The drive for the continued improvement in the quality of teaching has led to significantly improved rates of pupil progress, culminating in much improved attainment by the end of Key Stage Two. In comparison with national expectations, previously our children have entered nursery with low attainment and attainment at the end of Key Stage Two is now above the national figure.

The school provides a popular breakfast club and a private provider, Acorns, works closely with us to provide after school care in the school hall and provision for two-year-olds and three-year-olds in our community room.

Part of the school building dates back to 1938. Since January 2012, a substantial part of the school's budget reserves and devolved capital have been spent on renovating this space. This has created a much-improved learning environment for children and staff. In 2015 the playground area was enlarged, and a new sport's pitch and forest school area were added.

Historically there has been a high level of mobility across the school, making it even more important that the school continues to have robust assessment procedures and tracking of progress in place, alongside a very consistent approach to fostering excellent conduct and learning behaviour. Good liaison has enabled us to make immediate provision for the specific needs of children who have joined us from other primary schools or recently entered the country.

16% of children at Olive Hill are identified as having a special educational need. The percentage of children known to be eligible for the pupil premium grant is above the national figure at 24%. The percentage of children whose first language is believed not to be English is 30%. The good provision made for these individual children is enhanced by a strong partnership with the Learning Support Service, Educational Psychology, Virtual School and other relevant outside agencies.

Our school is a great place to work and learn. We are part of supportive community of parents, carers and other relatives. The staff team are dedicated to their profession and go above and beyond to provide the children with a rich education. The senior leaders act with compassion,

integrity and a drive for excellence. The children are incredible and deserve the very best from the adults around them.

**Our most recent OFSTED, in January 2022, recognised that:**

*"Staff expect pupils to behave well, and they do. Pupils know they must always be ready, respectful and safe"*

*"Pupils are at the centre of leaders' thinking in this inclusive school. Staff know the pupils well. They have an accurate view of pupils needs. Staff make sure that pupils are supported emotionally and that their pastoral needs are met. Leaders and staff want the best for pupils. They build caring relationships with them and their families"*

*"Pupils said that they feel safe and happy at school, and that they would recommend their school to anyone"*

## **ABOUT STOUR VALE ACADEMY TRUST**

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, five primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

## OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

# OUR VALUES



## INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

## RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

## COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

## EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

[SVAT.ORG.UK](http://SVAT.ORG.UK)

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale member schools will create the difference together.**



## **Family Support & Welfare Advisor Job Description**

### **Reports to:**

Headteacher  
Deputy Headteacher  
Assistant Headteacher  
DSL

### **Purpose of the role:**

To actively work in your role as the Family Support and Welfare Advisor to support a commitment to excellence in safeguarding, Early Help interventions and other strategies to meet the needs of our families.

### **Duties and responsibilities:**

#### **Safeguarding**

- Be trained or willing to be trained as a Deputy Safeguarding Lead within the school and attend safeguarding meetings when necessary
- Act as a source of support, advice and expertise within the school, contributing to staff training where appropriate
- Ensure that vulnerable children and young people are identified and supported. Undertake safeguarding work in order to protect children from harm and prevent impairment of children's health or development
- Support and liaise with key stakeholders including pupils' families and outside agencies to ensure safeguarding needs of children are met
- To be the school's frontline response to safeguarding procedures completing referrals to necessary external agencies completing Early Help Assessments where necessary, completing reports and following up on current cases
- Attend necessary safeguarding meetings including multi-agency meetings
- Provide accurate detailed and timely records and reports contributing to and reviewing the schools electronic safeguarding records (CPOMs)
- Ensure continuous and consistent implementation of relevant safeguarding procedures policies and legislation
- Work directly with children to gain the child's voice or provide individual support as necessary

#### **Working with families**

- Proactively develop strong working relationships with families
- Promote parent engagement in children's learning and engagement in school
- Develop and agree action plans for the family in co-ordination with the appropriate external agencies
- Support hard to reach parents/carers in feeling part of the school community
- Signpost parents /carers to appropriate external services, acting as an advocate where necessary

### **Pastoral support**

- Deliver pastoral interventions to individual or small groups of children
- Work alongside school staff to support children's health and well-being
- Provide additional pastoral support to children as necessary

### **Attendance**

- Work alongside school staff to monitor the attendance of vulnerable children and share any concerns with relevant agencies where necessary
- Regularly review attendance data to identify students with poor or declining attendance and be able to offer the family support
- Conduct home visits to build rapport with families, discuss attendance concerns and provide necessary support

## **Person Specification**

**Ascertained by Application Form, Interview, Test**

### **Experience**

Extensive safeguarding experience in a school setting  
Working with a wide range of external services including Alternative provision  
Supporting vulnerable young people to achieve success

### **Qualifications/Training**

NVQ Level 3 or other relevant experience qualification.  
Child Protection Level 3 trained  
Very good literacy and numeracy skills  
Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post.

### **Practical Skills**

Ability to demonstrate knowledge and use a wide range of current ICT systems and packages.  
Good written and verbal communication skills  
Ability to plan effective action for pupils at risk of underachieving  
An understanding of the range of support services/providers

### **Personal qualities and attributes**

A Knowledge of Equality & Diversity issues  
Ability to understand and relate well to children and adults  
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these  
Ability to identify own training needs and willingness to participate in training and development opportunities.  
To comply with the School's commitment to the protection and safeguarding of children.



**For an informal discussion please contact:**

Megan Walters  
Acting Headteacher of Olive Hill Primary Academy  
Telephone 01384 818855

**Closing date for applications:**

Monday 10<sup>th</sup> February 2025

**Please visit our websites**

<http://www.svat.org.uk/>

<http://www.olive.dudley.sch.uk/>

**Please send completed application forms to:**

Mrs Debbie Williams, Olive Hill Primary Academy, Springfield Road,  
Halesowen, B62 8JZ or by email to [dwilliams@olive.dudley.sch.uk](mailto:dwilliams@olive.dudley.sch.uk)

**Please note only successful candidates will be contacted.**

**All candidates are subject to Safer Recruitment Procedures.**