

# Parent Support Adviser

## Candidate Information Pack

**Closing Date: 12.00 pm, Monday 1<sup>st</sup> June 2026**



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# Welcome from the CEO

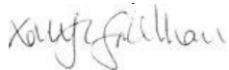
Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Headteacher

Dear applicant,

I would like to take this opportunity to thank you for your interest in the post of Parent Support Adviser at Junction Farm Primary School. We are seeking to appoint an enthusiastic and talented Parent Support Adviser who has the vision and drive to make a significant impact across the school and is committed to making a difference to the lives of our children.

Junction Farm Primary School is situated in Eaglescliffe in the south of Stockton-on-Tees. We are a 2-form entry school with a 10 placed ARP for Communication and Interaction.

At Junction Farm Primary School, we respect and value all staff and children as individuals. We are committed to making learning exciting and enjoyable, with the right support and challenge to achieve. We work in partnership with all adults and Trust members, to fulfil our belief that every child should be able to participate in all school activities in an enjoyable and safe environment.

We encourage our children to have a passion for learning by creating an engaging, fun and relevant curriculum. We aim to nurture well rounded, respectful and confident children, who will develop skills for life-long learning. During the curriculum journey, we encourage children to be creative, unique and open-minded.

Our priority is focused on developing 'the whole child' and provide extensive opportunities for our children. It is intended that through the design and delivery of the curriculum, and because of a strong and embedded ethos, that the children at Junction farm Primary School will be STARS.

S - Safe

T - Thoughtful

A - Adventurous

R - Respectful

S - Successful

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Junction Farm Primary School are all about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Kind regards

Louise Daly

# Parent Support Adviser

**Job Title: Parent Support Adviser**

**Location:** Junction Farm Primary School (Eaglescliffe)

**Start Date:** 1<sup>st</sup> September 2026

**Actual Salary:** £22,417 to £24,075 (Grade H, SCP 14 to 17)

**Hours of Work:** 32.5 hours per week, term time plus 5 days

**Contract Type:** Permanent

**Closing Date:** 12.00 pm, Monday 1<sup>st</sup> June 2026

**Interviews:** Friday 5<sup>th</sup> June 2026

**About the Role**

The successful candidate will work in partnership with parents/carers and schools to improve children's outcomes by assisting parents in developing their parenting skills and knowledge. The successful candidate will also assist in tackling underachievement by working in partnership with families, parents, carers and pupils to have full access to educational opportunities and overcome barriers to learning and participation.

**About Us**

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

**What we have:**

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#) or contact Louise Daly at [info@junctionfarm.org.uk](mailto:info@junctionfarm.org.uk).

**How to Apply**

Please make sure that the application form is completed and returned via email to [info@junctionfarm.org.uk](mailto:info@junctionfarm.org.uk), addressed to Mrs L Daly, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

**Safeguarding Notice**

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Junction Farm Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

# Job Description

<b>Post Title</b>	Parent Support Advisor
<b>Grade</b>	Grade H, SCP 14 to 17
<b>Reporting To</b>	Head Teacher
<b>Main Purpose</b>	<p>To work with parents to develop positive strategies to ensure regular attendance at school.</p> <p>To assist in tackling underachievement by working in partnership with families, parents, carers and pupils to have full access to educational opportunities and overcome barriers to learning and participation.</p>

## Duties & Responsibilities

1. To work with children on social interaction skills, challenging and emotional behaviour, and to support and promote engagement and good attendance.
2. 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 address problems that may prevent engagement with school and learning.
3. Work closely with the schools' attendance leads and the local authority attendance team.
4. Carry out home visits where appropriate to support parents in encouraging their child to:
  - develop effective skills such as planning and preparation for the school day.
  - engage productively with the curriculum.
  - respect the school's rules and ways of working.
  - develop positive attitudes and relationships with the school community.
  - maintain full and regular attendance.
5. Give close attention to early identification and prevention of absence habits.
6. To work alongside a range of key partners in a positive and proactive manner to ensure the needs of the family and children remain a central priority and focus.
7. Identify in partnership with parents, their need 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.
8. Support parents and their children through transitions to ensure continual engagement with school and learning.
9. To ensure the views of parents/carers and their children are taken into account in the planning and implementation of any support packages.
10. To plan, implement and monitor any attendance support plan.
11. To maintain records and documentation regarding work undertaken and to update key professionals on a timely basis.
12. To organise and facilitate events to engage parents and carers into the school community – information coffee mornings, advice sessions etc.

13. To be familiar and keep up to date with the work and support offered by other agencies to enable effective signposting and to be able to assist in any referral processes needed.
14. Work with parents and children to avert potential exclusion and, when exclusion has occurred, ensure there is a proper strategy for tackling the issues that led to the exclusion and for reintegration of the child on their return.
15. To work closely with outside agencies to support vulnerable families.
16. To take the role of Lead Professional (as required), when identified through Early Help Assessment. As Lead Professional, to write action plans, call and chair meetings, take notes and offer support to families, including co-ordinating other services as appropriate/identified through the assessment.
17. To work closely with other staff to support the safeguarding duties of the school in the role of a deputy Designated Safeguarding Lead.
18. To undertake such training as may be deemed necessary to meet the duties and responsibilities of the post.
19. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's Health and Safety Rules and Legislative requirements.
20. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### **SAFEGUARDING - Promoting the Welfare of Children and Young People**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

# Person Specification

<b>Post Title</b>	Parent Support Advisor	
<b>Grade</b>	Grade H, SCP 14 to 17	
<b>Reporting To</b>	Head Teacher	
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
NVQ level 3 or equivalent qualification in health, education or social/childcare, or appropriate direct work experience, preferably in a School environment.	✓	
Qualifications at GCSE level or equivalent in Maths and English.	✓	
Educated to degree level.		✓
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Excellent organisational and interpersonal skills.	✓	
Excellent written and communication skills.	✓	
Ability to work to deadlines.	✓	
Ability to motivate and support pupils and parents.	✓	
Ability to keep records of work.	✓	
Ability to organise meetings with parents and outside agencies, take minutes and file appropriately.	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience working with parents/carers and families.	✓	
Partnership working with outside agencies – social worker, police, school nurse.	✓	
Group and one to one work with parents and pupils.	✓	
Experience of working with children with special needs.		✓
Experience of working with children with challenging behaviour.		✓
Experience of working with children with social and emotional need.		✓
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Secure knowledge of child protection procedures.	✓	

Secure knowledge of the school's behaviour, child protection and attendance policies.	✓	
Child/ Young People development knowledge.	✓	
Excellent knowledge of local area and community.	✓	
Secure Knowledge of Parenting Support Packages.		✓
<b>Personal Factors</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivating.	✓	
To have an approachable manner.	✓	
Ability to use a calm approach during meetings with difficult parents.	✓	
Pleasant and smart appearance.	✓	

# How to Apply

Application forms and further details are available on the Trust's website -

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [info@junctionfarm.org.uk](mailto:info@junctionfarm.org.uk), addressed to Mrs L Daly, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer - Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: 12.00 pm, Monday 1<sup>st</sup> June 2026**

**Interviews to be held: Friday 5<sup>th</sup> June 2026**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.