

# **OTLEY, POOL AND BRAMHOPE CLUSTER**

## **INFORMATION FOR APPLICANTS**

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# **PARENT SUPPORT ADVISOR**

**Grade C3 Scale Point 19 - 22**  
**(Actual salary - £16,286.88 - £17,118.86 Per Annum)**

**22.5 hours Per Week (3 Days)**  
**Fixed Term until August 2026, Term Time only + 5 days**  
**Required May 2025**



## PARENT SUPPORT ADVISOR

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**Location:** Otley and surrounding areas

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**Contract:** Fixed Term until August 2026, Term Time Only Plus 5 Days

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**Closing Date:** Friday 9<sup>th</sup> May 2025

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**Selection Day:** w/c Monday 12<sup>th</sup> May 2025

## PARENT SUPPORT ADVISOR

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Thank you for your enquiry regarding this post which has come available in the **Otley, Pool and Bramhope Cluster**.

Please look on the Prince Henry's Grammar Schools website [www.princehenrys.co.uk](http://www.princehenrys.co.uk) for more information about relevant policies as the school's policies and procedures are adopted by the cluster.

You will find in this booklet:

- Information about the post
- Information from the Headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the HR Administrator at the school:

[hrs@princehenrys.co.uk](mailto:hrs@princehenrys.co.uk)

The closing date for applications is **Friday 9<sup>th</sup> May 2025 at noon**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and it is anticipated that interviews will be held in the **week commencing Monday 12<sup>th</sup> May 2025**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. On the interview day a number of sessions may be organised which may include completing a typing, written or data task, meeting with students or, dependent on the role, a combination of the above. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender reassignment, race, religion, marital status, age or disability.

All schools within the cluster are non-smoking/vaping sites.



## INFORMATION ABOUT THE POST

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The Otley, Pool and Bramhope Cluster are looking to appoint an experienced and committed Parent Support Advisor. The successful candidate will be based at Prince Henry's Grammar School, but will work closely with Otley Children's Centre and 7 local schools in the Otley, Pool & Bramhope Cluster to engage with families by co-ordinating and providing early intervention family support within a framework of integrated services. The purpose of the role is to help children, young people and families overcome barriers to learning and participation in order to improve future outcomes.

This role is fixed term until August 2026 (this will be reviewed in June 26).

### OTLEY, POOL & BRAMHOPE CLUSTER

The Otley, Pool and Bramhope cluster provides targeted support in the Otley area for vulnerable young people and families. The cluster consists of a partnership between Prince Henry's Grammar School, 7 local primary schools (see below) and Otley Children's Centre. The cluster works with a range of agencies to improve access to universal services for families.

Referrals for support are considered through a well-established Guidance and Support group which allocates cases to a Parent Support Advisor and three mental health counsellors for young people. The cluster has had great success in improving outcomes for families by effective partnership working with all parties.

The cluster is governed through a Joint Collaborative Committee which has representation from all settings and is responsible for the strategic direction of cluster services. Daily activity is led by a Cluster Development Manager (CDM) who chairs the Guidance and Support group and manages referrals. The cluster is closely aligned with the local family of schools and has identified local priorities.

Sally Bishop, Headteacher of Prince Henry's Grammar School is the Cluster Chair for the Otley Pool & Bramhope cluster. As such, the school's policies and procedures are adopted by the cluster.

#### Partner schools:

Ashfield Primary School	Bramhope Primary School
Otley All Saints CE Primary School	St Joseph's Catholic Primary School
The Whartons Primary School	Pool-in-Wharfedale Primary School
Prince Henry's Grammar School	Westgate Primary School

We hope that after reading the information about this vacancy you will want to submit your application. Please clearly describe your relevant skills and abilities, knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for this post. We look forward to receiving your application.

Yours faithfully,

Sally Bishop  
Headteacher/Cluster Chair

Lee Wilson  
Cluster Development Manager



## JOB DESCRIPTION: PARENT SUPPORT ADVISOR

<b>Name:</b>	
<b>Job Title:</b>	Parent Support Advisor
<b>Salary Grade:</b>	Grade C3 Scale Point 19 - 22 Actual salary £16,286.88 - £17,118.86 Per Annum
<b>Contract Type:</b>	Fixed Term until August 2026 Term Time Only, Plus 5 Days
<b>Responsible to:</b>	Cluster Development Manager

### PURPOSE OF ROLE

To engage with families across the Otley, Pool & Bramhope cluster who are referred through the Targeted Services Guidance and Support group to coordinate and provide early intervention family support within a framework of targeted services. To help children, young people and families to overcome barriers to learning and participation in order to improve future outcomes. To improve outcomes for families against the priorities set out in the cluster action plan.

### SPECIFIC DUTIES

1. Engage and consult with parents/carers of children in our cluster to promote early intervention, high quality parenting (assertive, consistent, responsive and engaged) and identify where there are needs
2. Work alongside other key agencies to identify and work with families in need of support i.e. Learning Mentors, SENCO, Outreach Workers, Family Support, Attendance Officers, Social Care, Health Visitors, Educational Psychologist
3. Work in partnership with cluster-based workers/teams to identify and address key priorities in relation to absence, attendance and truancy, behaviour leading to risk of exclusion and healthier living
4. Support the delivery of parenting support programmes e.g. Family Links Nurturing, Family Caring Trust, Webster Stratton – Incredible years, STEPS, targeting those most in need
5. Work in partnership with other agencies and providers to deliver a range of family learning provision in schools and other settings
6. Link with schools and the Orchard Centre (LSU) to provide transition information and support sessions for Years 6-8, targeting families experiencing barriers to accessing this support
7. Signpost parents/carers to the range of universal groups, supports, services and activities on offer, including Library services, out of school activities, web-based information i.e. Family Hub, health services, youth services and groups
8. Ensure that integrated working is embedded into the everyday approach with potential to initiate, lead and/or budget hold on Early Help plans where involvement with family requires this multi-agency support
9. Actively promote parent and families' appreciation and participation in self-development, learning and/or parenting programmes through a range of learning activities and education environments

10. Participate in self-development and attend training and meetings relevant to the role to keep up to date with current initiatives, best practice guidance and approaches
11. Keep records and appropriate documentation pertaining to any contact and work with children, young people and families. Work with line manager and cluster working groups to ensure that data recorded demonstrates the impact and outcomes of the work undertaken
12. Update the Synergy database with new information, as appropriate
13. Have an awareness of, and commitment to, Children Leeds and Schools' core strategies and policies, such as Safeguarding and Child Protection, Equal Opportunities, Health and Safety as well as Inclusion and Participation
14. Work in partnership with stakeholders to ensure that the voice of children, young people and parents/carers count in cluster decision making processes via a variety of consultation tools and approaches

Specific priorities including some or all of the above duties/responsibilities will be determined via the Joint Collaborative Committee and/or working groups and communicated through the line manager.

### **GENERIC RESPONSIBILITIES**

1. To set a good example to all young people in their presentation and their personal conduct
2. To be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person
3. To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the school complies with its requirements
4. To contribute to the ethos, aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people
5. To appreciate and support the role of other professionals
6. To attend relevant meetings as required
7. To participate in the school's Performance Appraisal process and seek to develop further skills through professional development opportunities
8. To attend whole school training events as appropriate
9. To carry out any other duties commensurate with the grade of the post, as directed by the Headteacher

All job descriptions may change and/or be amended, following negotiation. Job descriptions are not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to fulfil other duties commensurate with the role.

## HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

## SAFEGUARDING

The cluster is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment.

***Otley, Pool & Bramhope Cluster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***In line with current KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.***

Signed.....

Date.....

## PERSON SPECIFICATION- PARENT SUPPORT ADVISOR

<b>Title of Post</b>		PARENT SUPPORT ADVISOR	
<b>Specification Prepared By</b>		WNL/BCD	
<b>Date</b>		March 2025	
Qualifications		Essential/ Desirable (E/D)	How identified
1.	English & Mathematics GCSE Grade A*-C or equivalent	E	Application and Selection process
2.	Relevant Qualification which could include: NVQ Level 3 in Childcare, Health, Education, Social Care or Adult Learning Support CACHE Diploma in Childcare and Education BTEC National Diploma in Childhood Studies Certificate in Education Dip HE in Youth and Community Work	E	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Previous involvement in multi – agency work to support children, young people and families	E	Application and Selection process
2.	Previous work in a cluster setting or within integrated processes	D	
3.	Previous experience of referrals to, or work alongside, CSWS, MST, FIS etc	D	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Knowledge of integrated processes to support vulnerable families including Early Help and a range of referral routes	E	Application and Selection process
2.	Knowledge of, and commitment to, Children Leeds and Schools' core strategies	E	



	and policies such as Safeguarding and Child Protection, Equal Opportunities, Health and Safety as well as Inclusion and Participation		
3.	Knowledge of Framework and other recording systems	D	
4.	Knowledge of parenting programmes including Family Links Nurturing, Family Caring Trust, Webster Stratton – Incredible years, STEPS	D	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to engage constructively with children and adults to support progress towards agreed outcomes	E	Application and Selection process
2.	Ability to communicate clearly and effectively with families and professionals	E	
3.	Ability to plan, co-ordinate and lead support for parents dealing with challenging behaviour at home or in the community	E	
4.	Ability to actively promote parent and families' appreciation and participation in self-development, learning and/or parenting programmes through a range of learning activities and education environments	E	
5.	Ability to work in partnership with a range of professionals from different agencies	E	
6.	Ability to manage a wide caseload, prioritise work and organise paperwork to a high standard	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	

5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the Trust	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	
<b>Equal Opportunities</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
<b>Safeguarding</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
<b>Personal Circumstances</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Legally entitled to work in the UK	E	ID

2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

*Otley Pool & Bramhope Cluster is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

## GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

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Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

### REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

### EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

### EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

### OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

## INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills and Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

## STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



# **OTLEY, POOL AND BRAMHOPE CLUSTER**

[info@princehenrys.co.uk](mailto:info@princehenrys.co.uk)

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