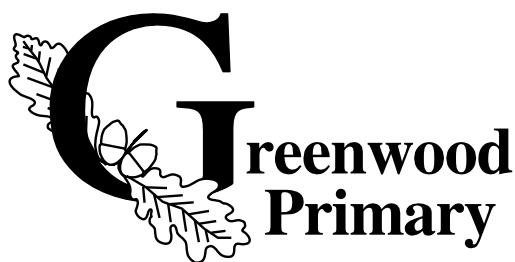


Greenwood Primary School
Wood End Way
Northolt
Middlesex
UB5 4QG



Telephone: 020 8422 9630/020 8864 7265

Email: sohagan2.307@lgflmail.org

Website: www.greenwoodprimaryschool.co.uk

Headteacher: Mrs K Silvester

Required: As soon as possible 2024

Parent Support Advisor (Full time)

**School Pay Scale – Scale 6 (Level 2) (inclusive of London Weighting)
35 Hours Per Week (pro rata 39 weeks) 8.15 a.m. – 4.15 p.m.**

With immediate effect, we are looking to appoint a Parent Support Advisor to join our fantastic support staff team. This is a new role in school this academic year. As a Parent Support Advisor you will work closely with pupils, staff members, parents and external agencies. You will assist

Main Duties include:

- To assist in tackling underachievement by working in partnership with families, parents, carers, and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation.
- To work directly with parents, empowering them and their families to get the most out of educational opportunities available.
- To be responsible for promoting and safeguarding the welfare of children and young people with the school and support preventative and early intervention activities.

The ideal candidate will:

- Hold a relevant degree or a minimum level 3 qualification.
- Have experience of supporting children and families within the field of educational, social services/welfare or the voluntary sector.
- Work with a wide range of parents/families in a variety of situations.
- Be professional and know how to manage delicate matters confidentially.

- Have excellent communication and report writing skills
- Be pro-active and want to get things done
- Address pupil underachievement by working in partnership with parent's carers and children.
- Can provide training and opportunities to get parents fully involved in school life

Greenwood Primary is a welcoming, happy and successful school in Northolt. We offer a supportive environment for both staff and pupils.

Ofsted October 2022 reported that Greenwood is a GOOD school. The report states,

“Staff, including those at the start of their careers, are overwhelmingly positive about leaders’ care and consideration towards their workload and well-being. They feel valued and trusted, and appreciate the opportunities provided to help them develop further in their careers.”

If you are interested, application forms are available from the school office or via e-mail during term time sohagan2.307@lgflmail.org. or via our website during the school holiday. School visits are actively encouraged.

<http://www.greenwoodprimaryschool.co.uk/vacancies-2/>

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The successful applicants will require an Enhanced check from the Disclosure and Barring Service and satisfactory references. Further information can be found at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

Closing date: **Thursday 22nd February 2024 12.30 p.m.**

Interviews: **Thursday 7th March 2024**

The school reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.