



Parent Support Advisor

The Parent Support Advisor of EQUA Mead will be committed to improving the life chances of the pupils we educate and ensure we give *Every Child, Every Chance*. As a growing Trust, currently educating almost 7000 pupils across 22 different schools (pre-school, Primary, Secondary and sixth form) we are immensely proud of our staff and endeavour to be an employer of choice. This is an exciting time as we continue to grow the number of schools and children we support.

You will be responsible to the Headteacher at North Bradley CE Primary School and will demonstrate a genuine commitment to our Equality and Diversity policy. You will have strong people skills and have a dynamic 'can-do' attitude who is keen to make a positive difference to young peoples' lives.

Location: North Bradley C of E Primary School, 48A Church Ln, North Bradley, Trowbridge BA14 0TA

Responsible to: Headteacher

Salary: Grade F £27,254 – £28,598 per annum pro rata

Hours 5 hours per week, term time only (38 weeks)

The purpose of the job

To act as a vital link between school and families, supporting children with poor attendance to attend school regularly. The role promotes positive engagement with education by working collaboratively with parents, carers, and external agencies to remove barriers to attendance and learning.

Key Duties and Responsibilities

Monitor and Analyse Attendance Data

- Track student attendance patterns and identify concerns early.
- Work proactively with families to address issues affecting attendance.
- Maintain accurate records and contribute to attendance reports.

Engage and Support Families

- Build trusting relationships with parents and carers to understand challenges impacting school attendance.
- Provide advice, guidance, and practical support to help families improve attendance.
- Conduct home visits where appropriate to offer support and encourage engagement.
- Inspire and motivate children and families to prioritise daily school attendance.
- Reinforce the importance of education and its impact on future outcomes.

Collaborate with School and External Agencies

- Lead on Early Support Assessments



- Liaise effectively with school staff, including pastoral and safeguarding teams.
- Work in partnership with external agencies such as social services, health professionals, and educational psychologists.
- Attend multi-agency meetings and contribute to action plans for individual pupils.

Support Children's Wellbeing and Progress

- Promote good progress and outcomes by supporting children's emotional and social development.
- Help children build resilience, self-esteem, and positive relationships.
- Identify and address barriers to learning and engagement.
- Have a working knowledge of the SEN Code of Practice (desirable).
- Support children with additional needs to access education consistently.
- Ensure all statutory requirements regarding pastoral care and safeguarding are met.
- Assess, monitor, and report on the needs, progress, and achievements of assigned pupils.
- Maintain detailed case notes and contribute to school records and reports.

Work Strategically with Attendance and Pastoral Teams

- Collaborate with attendance officers and pastoral leads to track and support individual pupils.
- Contribute to the development and implementation of attendance improvement strategies.
- Plan and deliver workshops or group sessions for parents on topics such as routines, behaviour, and school readiness.
- Support transition periods (e.g., starting school, moving between key stages) to ensure continuity of attendance.

Working with parents

- Provide one-to-one support on issues such as domestic violence, bereavement, dealing with behaviour, and health problems
- Act as a point of liaison to promote effective routines to ensure students attend school
- Support parents/carers to access other services and signpost them to other services as required
- Shares information with parents/carers and other agencies
- Assist in the organisation and smooth running of events such as the parent consultation evenings and forum meetings for parents
- Sharing information with parents/carers and other agencies whilst maintaining the highest levels of confidentiality
- Organise and co-ordinate food parcels for families

Whole-school organisation, strategy, and development

- Contribute to the development of school policies on attendance, pastoral care and behaviour management
- Make a positive contribution to the wider life and ethos of the school
- Promote equality as an integral part of the role and treat everyone with fairness and dignity
- Develop strategies with the teaching staff to promote inclusion and raise attendance
- Work with the Senior Leadership Team to develop strategies and policies for the pastoral and attendance programme within the school



Health and safety

- Promote the safety and wellbeing of all children
- Maintain a safe learning environment by managing behaviour effectively in accordance with the school's behaviour policy
- Maintain current and accurate safeguarding records e.g. through CPOMS

Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post
- Be aware of the latest developments, legislation and research on pastoral care and disseminate them as appropriate

Links with other agencies

- Make and maintain strong relations with parents/carers and representatives of other agencies e.g., Health, Social Care
- Make and maintain strong links with outside agencies
- Attend Child in Need or Child Protection meetings where needed
- Liaise with other professionals eg school nurse, social care, CAMH, health visitors, GPs, police etc
- Provide a link and follow up to other agencies

Working with colleagues and other relevant professionals

- Manage the effective deployment of support staff and volunteers in the classroom
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.



Person Specification

	Essential	Desirable
Qualifications	- Five GCSEs at C plus (or equivalent) including English and maths - Experience in at least one primary or secondary school. - Experience of working with children.	- PSA qualification (ELSA or Thrive) - Level 3 Supporting Teaching and Learning - Evidence of continual professional development - Qualified DSL / DDSL - First Aid at Work certificate.
Experience	Working collaboratively with other colleagues, parents and governors	- Skilled in managing students displaying challenging behaviours - Working with vulnerable learners and a deep understanding of the issues involved in pastoral support and safeguarding - Up-to-date experience, knowledge and understanding of good practice with vulnerable learners - Experience of working with children with SEND, ASD, ADHD
Knowledge and understanding		- A clear philosophy of primary education in line with that of the Trust / school - Knowledge of a range of effective strategies for inspiring all children to achieve their full potential - Understanding of how to signpost parents and families to additional services - An understanding of cross curricular learning and teaching - An understanding of the principles of assessment for and of learning - A detailed understanding of safeguarding duties - Able to promote the social, moral, spiritual, and cultural development of all children - Good knowledge of the SEN Code of Practice
Skills	Able to work in a way that promotes the safety and wellbeing of children	



	• A confident practitioner, who demonstrates high expectations of achievement and behaviour • Able to support children with a range of abilities • A good understanding of a range of behaviour management strategies • An excellent communicator, with fantastic interpersonal skills and high levels of emotional intelligence • Well-developed interpersonal skills for dealing with sensitive and confidential issues • Able to resolve conflict and deal sensitively with difficult situations • A good standard of ICT skills • Can use creativity and initiative to solve problems	
Personal Qualities	• Inclusive, passionate, and principled • Passionate about providing memorable learning opportunities for all children • Dedicated to our children, with a belief that all children can succeed • High standards of personal organisation • Resilient, passionate, and hard-working • Determined to drive improvement to ensure the very best outcomes for the children • Relishes accountability and takes personal responsibility for own actions • Able to build trust and mutual respect between children, families, and staff • A cheerful disposition and good sense of humour • Energetic, warm, and caring	