

**GREENFORD HIGH SCHOOL**

**PARENTAL AMBASSADOR**

Grade 3, Point 5 £8,103.56 (incl. LW & ES)

12 hours per week; Term Time plus 2 days

Less 3 days to be taken during term time in prior agreement with Line Manager & Headteacher

## AIM OF THE ROLE:

To work closely with groups of students/children and families from our local community acting as a valuable link in supporting including, well-being and educational outcomes.

**Key RESPONSIBILITIES:**

* Identify and respond to the needs of new arrival families in order to assist them to support the achievement, engagement and inclusion of students/children.
* Explain the school’s curriculum, systems, news and events to parents
* Support and promote the role of parents in students’ learning
* Promote events running in school and consult parents about suitable events
* Act as a channel to and from the school, passing on ideas/requests from parents, students and staff
* Attend Parents’ Forum meetings and Parents’ Evenings
* Act as an interpreter and translator when required
* Signpost parents to sources of advice, information and guidance
* Support the induction of new arrival families into school
* Attend relevant meetings and training as required
* Understand and implement the relevant school’s policies and procedures

**Other Accountabilities**

* To attend team and staff meetings as directed
* Take an active role in promoting equality and diversity
  + Undertake performance appraisal.



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**Person Specification - Requirements**

# Qualifications

* Appropriate qualifications, including Literacy and Maths qualifications to Level 2 or equivalent.
* Demonstrable relevant experience for professionals other than teachers.
* To have Child Protection Training or be prepared to undertake the appropriate training.
* To have appropriate training in Parental liaison work.

**Professional Knowledge and Experience**

* Understanding and/or experience of current developments in secondary education.
* Understanding and/or experience of current developments in safeguarding.
* Experience of the paperwork requirements for child protection meetings and assessments
* Student facing pastoral work and experience of working with vulnerable children. Understanding and knowledge of child protection and safeguarding issues.
* Understanding and experience of tackling the social, emotional and psychological obstacles to students’ learning and achievement.
* Understanding of current approaches to assessment, recording and reporting procedures at various levels.
* Knowledge of the implications for working in a multicultural environment
* Knowledge and understanding of issues related to equal opportunities and their implications for classroom practices in teaching.
* Knowledge and understanding of the school’s safeguarding and child protection policies and procedures.

**Professional Skills** - to be demonstrated to the interviewing panel’s satisfaction

* Ability to liaise with teaching and non-teaching staff and work in co-operation with colleagues.
* Ability to work with a number of external agencies.
* Ability to assess, monitor and report on students’ progress.
* Ability to communicate effectively orally and in writing.
* Ability to effectively manage, organise and monitor how the LAC cohort are working across the curriculum.
* Ability to interpret and track student progress through the use of data.
* Ability to successfully encourage students to the highest standards of individual achievement. Ability to develop productive working relationships with foster families and biological parents, as appropriate

**Educational Commitment**

* Commitment to the School’s Mission Statement and Code of Conduct.
* Commitment to the promotion of positive images and equality of opportunity for all students, irrespective of gender, sexuality, disability or ethnicity.
* Commitment to the welfare of every child and to the school’s safeguarding policies and procedures.
* Commitment to the achievement of quality in education through Continuous Professional Development.
* Commitment to the development of links between the school, home and the community.
* Commitment to developing and using the VLE/ICT for the benefit of students’ learning.
* Commitment to the promotion of anti-racism and anti-sexism and learning styles which will promote the achievement of each individual pupil.
* Commitment to helping to develop a supportive environment for all pupils particularly for those with particular emotional needs and vulnerabilities.