



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



PARENT SUPPORT ADVISOR

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk
www.bradonforest.org.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We comprise of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

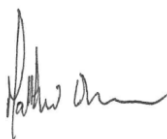
Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans
Chief Executive Officer
The Athelstan Trust





Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools.
- Our commitment to developing the talents and skills of all our staff throughout their career.
- Being part of a caring, collaborative and excellent community.

We are looking for someone who:

- To work with the leadership and pastoral team to liaise with parents to empower them and their families to get the most out of the educational opportunities Bradon Forest School offers. The PSA is a bridge between home and school.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. If successful in being called for interview, all candidates are expected to apply for an enhanced DBS before appointment is confirmed. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

We seek applicants for our roles who share our vision and values.

Why work for us?

- Internal career opportunities
- Good opportunities for personal and career development
- Employee assistance programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- The opportunity of working within a supportive, friendly environment in this well-run and respected school
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to work scheme





Dear Candidate

Thank you for your interest in the role of Parent Support Advisor at Bradon Forest School. This is an exciting opportunity to work in an experienced team in a school that values personal development and well-being.

Part of The Athelstan Trust, Bradon Forest School is a very well-established and respected comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon and we are very proud of our welcoming, respectful community.

Bradon Forest is an inclusive community that prides itself on delivering an excellent education. We believe students and staff should feel valued and be challenged to fulfill their potential through the development of their individual talents and skills. Our recent Ofsted report in 2023 was very complimentary about the school's strengths and staff are clear that in the current educational climate, Bradon Forest, a place where wellbeing is actively considered, is a great place to work!

I joined the school in September 2021 having worked in two other schools in the trust; The Athelstan Trust core values of 'care, collaboration and excellence' are at the heart of my leadership. We are therefore looking for a dedicated Site Assistant who thrives in working in a supportive team and who wants to contribute to the smooth running of the site. In return we can offer you an excellent working environment, collaboration with staff in similar roles across the trust and varied opportunities for your own personal development. You will find us supportive, responsive, caring and committed to discussing flexible working opportunities with prospective candidates either before or at interview.

Please read the relevant sections of the website, the job description and contact HR Lead, Mrs Julie Daws, if you would like to discuss the role further or visit the school.

I look forward to hearing from you.



Sarah Haines
Headteacher





BRADON FOREST SCHOOL JOB DESCRIPTION

Job Title:	Parent Support Advisor (PSA)
Location:	Based at Bradon Forest School, Purton
Salary:	Scale point range 9-12 FTE £27,254 - £28,598 (actual salary £9,461.18 - £9,927.75)
Contract Type:	Permanent 15 hours per week Monday, Tuesday and Thursday 9.00am – 2.00pm working term time only 39 weeks (includes TD Days)

OVERALL PUPOSE

An exciting opportunity has arisen for a Parent Support Advisor at Bradon Forest School. This role is varied; we are looking for an adaptable, flexible and resourceful individual able to cope in a high-pressure environment and deal with constantly changing priorities.

SPECIFIC DUTIES

To work with the leadership and pastoral team to liaise with parents to empower them and their families to get the most out of the educational opportunities Bradon Forest School offers. The PSA is a bridge between home and school.

The PSA will focus their work on early intervention activities, strategies for engaging parents and families in school learning and supporting them with signposting to school personnel/agencies and services as required. This role involves meeting parents at home and in school.

- To enable parents to ensure their children achieve at Bradon Forest School both academically and socially.
- To support parents to improve their parenting skills by running parenting classes and providing them with appropriate information, and signposting to outside agencies.
- To work with parents, supporting them and building their confidence and skills, enabling them to support their child in their learning.
- Support parents to understand the importance of their child's full attendance at school and work with parents to achieve regular attendance.
- To contact parents of students with frequent absences, to ensure they are aware of expectations regarding completion of their schoolwork.





- To communicate school procedures to parents relating to support, expectations and school activities.
- To keep accurate records of meetings with parents and prepare termly reports on how impactful their work has been.
- To work in partnership with other agencies and with colleagues in the same role to share best practice.
- To attend appropriate school based training as agreed with the leadership team and keep up to date with appropriate agencies working locally.
- To carry out the duties of the post with due regard to anti – discriminatory and equalities of opportunity practice and other relevant policies and procedures in place in school and for work with children and families.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Team Working and Personal Development.

- To support the school's mission, vision, values and objectives.
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons in line with the Health and Safety policy.
- To take responsibility for your own professional development and participate in relevant internal and external activities.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his/her competence or otherwise appropriate to the grading of the position as required.

Safeguarding

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter.
- Staff must work in accordance with the Southwest Child Protection procedures and Child Protection Safeguarding Policy and understand their role within that Policy.

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.





Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradon Forest School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.





OUR VALUES

WE CHALLENGE OURSELVES TO BE GREAT LEARNERS



WE HAVE ASPIRATIONS FOR OUR FUTURES



WE RESPECT OURSELVES AND OTHERS AND SHOW RESILIENCE WHEN WE FALTER



WE STRIVE FOR EXCELLENCE IN ALL THAT WE DO BOTH INSIDE AND OUTSIDE THE CLASSROOM




Person Specification: Parent Support Advisor

Attribute	Essential	Desirable
EDUCATION AND TRAINING		
Attainment of GCSEs or equivalent to include maths and English above Grade C or 5	✓	
Relevant qualification in education, social care, youth work, counselling, family support, safeguarding or pastoral care.		✓
Safeguarding and child protection training.		✓
Knowledge of UK safeguarding legislation and statutory guidance, including: Keeping children safe in education(KCSIE) Working together to safeguard children	✓	
RELEVANT EXPERIENCE		
Experience working with children, young people or families in an educational, social care, youth work or community setting.	✓	
Experience supporting vulnerable or disadvantaged families.		✓
Experience managing sensitive and confidential information.	✓	
Experience working collaboratively with external agencies and professionals.		✓
Experience dealing with challenging situations calmly and professionally.		✓
Experience in secondary setting		✓
PROFESSIONAL KNOWLEDGE, SKILLS AND APTITUDES		
Excellent communication and interpersonal skills.	✓	
Ability to build positive relationships with parents, carers, students, and staff.	✓	
Good listening, oral and literacy skills	✓	
Able to prioritise tasks and proactively manage deadlines	✓	
Knowledge, experience and a confidence and liking for working with and supporting young people.	✓	
Excellent time management and Organisational skills.	✓	

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Attribute	Essential	Desirable
Personal Outlook		
Be self-motivated and have ability to work under pressure	✓	
Ability to motivate others.	✓	
Positive attitude, proactive, hardworking and resilient.	✓	
Good attention to detail and accuracy.	✓	
Safeguarding		
Ability to form and maintain appropriate relationships with children and young people.		✓
Commitment to safeguarding and promoting the welfare of young people.	✓	



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