

Merridale Primary School  
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## Parent Ambassador

Actual £2462.26 - £2554.20

5 hours per week (1 day) 8.45am to 12.15pm and 1.30pm-3pm (Wednesdays)

Required as soon as possible

Closing date Monday 23<sup>rd</sup> October 2023 12pm

Merridale Primary School are seeking to appoint a motivated, enthusiastic and committed Parent Ambassador. Parent Ambassadors play a vital role in fostering a strong and collaborative relationship between the school, parents, and the wider community. This position involves working closely with school staff, parents, carers and local organisations to enhance communication, engagement, and support for the school's educational initiatives and activities.

We are looking for someone who is committed to our school community and shares in the aims and ethos of our one-form entry, popular and friendly school where every child is safe, valued and respected. Merridale Primary was graded "good" by Ofsted in 2018.

The core purpose of the Parent Ambassador is to:

- Promote community cohesion by supporting families at Merridale with induction and integration
- Encourage and promote parental involvement in school and their child's education
- Address specific needs and raise awareness of extended services amongst families with English as an Additional Language to communicate effectively with school.

The successful candidate will work closely with our existing Parent Ambassador and have completed (or be in the process of completing) the Level 2 Parent Ambassador training through Adult Education, Wolverhampton.

**Candidates who wish to be considered for the role are strongly encouraged to visit the school.** To arrange a visit, candidates should contact the school office on: 01902 558760

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. This role will entail working in regulated activity. Further details regarding this check is available by visiting: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

It is also subject to, where applicable, an overseas check on staff who have lived or worked overseas for a period of 3 months or more.

Shortlisted candidates will be subject to an online check.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**To apply, contact the main school office for an application form and include a supporting statement that outlines why you think you have the skills and experience to be a Parent Ambassador at Merridale.**



## Merridale Primary School Class Teacher

### Job Description

#### Purpose of the Post

Parent Ambassadors play a vital role in fostering a positive, strong and collaborative relationship between the school, parents, and the wider community. This position involves working closely with school staff, parents, and local organisations to enhance communication, engagement, and support for the school's educational initiatives and activities. Parent Ambassadors are a valuable link in supporting inclusion, well-being and educational outcomes by addressing specific needs and raising awareness of extended services.

**Responsible to:** Headteacher

#### Responsibilities:

**Parent Engagement:** Act as a bridge between the school and parents, facilitating open lines of communication and encouraging parental involvement in their child's education, school activities and events.

**Communication:** Disseminate important information from the school to parents, including upcoming events, school policies, academic updates, and relevant news. Relay feedback and concerns from parents to appropriate school staff.

**Orientation and Transition Support:** Welcome new parents to the school community, provide information about school programs, policies, and procedures, and assist with the smooth transition of new students and their families into the school environment.

**Event Coordination:** Collaborate with school personnel to organise and promote various events such as parent workshops, cultural celebrations, fundraising activities, and community engagement initiatives.

**Community Outreach:** Establish connections with local businesses, organisations, and community leaders to foster partnerships that benefit the school and its students. Promote the school's involvement in community projects and initiatives.

**Volunteer Recruitment:** Identify opportunities for parents to volunteer within the school, such as assisting in classrooms, supporting extracurricular activities, and participating in school improvement projects.

**Feedback Collection:** Gather feedback and insights from parents regarding their perspectives on school programs, policies, and experiences. Share this feedback constructively with school leaders for continuous improvement.

**Cultural Awareness:** Sensitively address the diverse cultural backgrounds of students and families by promoting an inclusive and respectful environment within the school community.

**Parent Education:** Collaborate with educators to offer informational sessions for parents on topics such as child development, academic support strategies, and online safety.

Collaborative Projects: Partner with school staff on special projects that enhance parent engagement, student success, and school-community relationships.

Work Environment:

The Parent Ambassador will primarily work within the school premises, attending meetings with school staff and participating in various school events. Some off-site engagements within the local community may also be required.

## Merridale Primary School Parent Ambassador Person Specification

	Essential	Tested by
Qualifications	Parent Ambassador Level 2 qualification (this can be in-progress)	Qualification certificates Application Form Interview
Experience	30 hours experience in school as part of a voluntary placement/training	Application Form Interview
Skills and Abilities	<p>Excellent interpersonal skills and the ability to build positive relationships with parents, school staff, and community members.</p> <p>Strong communication skills, including the ability to effectively convey information to a diverse audience.</p> <p>Familiarity with the local community and its resources.</p> <p>Bi-lingual or Multilingual abilities to support communication with those who have English as an Additional Language. To be able to act as an interpreter as required</p> <p>Knowledge of school programs, policies, and procedures to effectively communicate with parents.</p> <p>Organisational skills to coordinate events, manage schedules, and track outreach efforts.</p>	Application form Interview References
Motivation and Personality	<p>Enthusiasm for promoting parental involvement in education and a strong commitment to the success of all students.</p> <p>Cultural sensitivity and respect for diverse backgrounds within the school community.</p> <p>Self-motivated</p> <p>A sense of humour</p> <p>Ability to work well as part of a team</p> <p>Able to work effectively with a wide range of stakeholders, including parents, carers, school staff and community members</p>	Application form Interview References

<p>Educational Values</p>	<p>Recognition of the importance of parental involvement and support in their child's development and learning  A commitment to the values of Merridale: Aspiration, Kindness, Respect, Resilience, Curiosity and Creativity</p>	<p>Application form  Interview  References</p>
<p>Other Factors</p>	<p>Eligibility to live and work in the United Kingdom  Suitability to work with children  Willing to react flexibly to new or unexpected situations</p>	<p>Interview  Required documentation for Eligibility  DBS and Barred List checks</p>