



FIRTHMOOR PRIMARY SCHOOL

**Ingleby Moor Crescent
Darlington
DL1 4RW**

E Mail: admin@firthmoor.org.uk

Inclusion Support Advisor Term-Time plus 5 days – Permanent Post

Required as soon as possible

Hours of work:

37 hours per week (Mon – Thurs: 8.30am – 4.45pm, Fri: 8.30am – 4.15pm)

Salary Grade 7 SCP14 – 17 (£24,637.98 - £25,932.34 actual salary)

The Board of Trustees would like to appoint an enthusiastic and committed person to support our pupils and their families. We are looking for a person who is passionate about promoting links between home and school.

As our Inclusion Support Advisor, you will:

- develop strong links between the school, families and other agencies, to improve educational opportunities and future life chances of pupils.
- work directly with children to carry out interventions and provide advice and guidance to pupils, staff and parents.
- encourage families to have a positive attitude towards school and promote pupil's good attendance, including home visits where required.
- be an excellent communicator whether that be face-to-face, over the telephone or in writing, as you will be working directly with children, their parents and outside agencies.
- be able to organise and attend multi-agency meetings
- be able to track and analyse data and be confident preparing reports and letters.
- be able to work on your own initiative, planning and organising your workload.
- be able to cope with the demands of a busy role.
- be happy to work as part of a team.
- be confident enough to work independently.

Application packs are downloadable from North East Jobs website and are returnable to: admin@firthmoor.org.uk by email. Please return to: Mrs H Ashton, Firthmoor Primary School, Ingleby Moor Crescent, Darlington DL1 4RW.

The Board of Trustees is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory Enhanced Disclosure check.

Firthmoor Primary School is an Equal Opportunities Employer. We want to develop a more diverse workforce and we welcome applications from all sections of the Community.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

The closing date for the receipt of applications is: **Friday 1st November 2024 at 12pm.** Shortlisting will take place on **Monday 4th November** and interviews will be held on **Monday 11th November.**