



St Joseph's Catholic Primary School
Regents Gate
Long Causeway
Exmouth
Devon
EX8 1TA

Headteacher: Mr J Willcox

Tel: 01395 264875

Pupil and Parent Support Advisor

Part Time, Fixed Term Position (to 31/08/2026)

The Head Teacher of St Joseph's Primary School, Exmouth is seeking to appoint a positive and inspiring Pupil and Parent Support Advisor. We are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Be committed to creating challenge, excitement, creativity and independence in learning
- Be dedicated to raising standards and be a good role model
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice
- Have a Level 3 (or equivalent) national qualification in learning, development and support services for children.
- Either be an experienced TIS or Thrive practitioner or have significant pastoral experience in a school setting.

Required:	As soon as possible
Salary:	Grade D 7-10 (£26,403 - £27,694) pro rata
Contract:	Part Time – 30 hours per week, 38 weeks per year. Fixed Term Contract (to 31.8.2026)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date:	Midday on Thursday 16th October 2025
Interview Date:	From 23rd October 2025

Shortlisted candidates will be notified by email

Email: admin@stjo.uk

Website: stjosephsprimaryschool.com