

Parent Support Advisor

Candidate Information Pack

INTRODUCTION

Whitworth Park School & Sixth Form College together with a cluster of local primary schools, wish to appoint a Parent Support Advisor to provide services to children, young people and their families. The role will be based at and line managed by Whitworth Park School and supervision will be provided through Success (North East). The primary schools in the cluster are: Middlestone Moor, North Park, St Charles, Kirk Merrington, Byers Green, King Street and Ox Close.

Whitworth Park was opened in September 2012 following the amalgamation of Spennymoor School and Sixth Form Centre and Tudhoe Grange School. Both schools were highly successful serving the community of Spennymoor and the surrounding villages. The school is situated in a semi-rural location within easy reach of the cities of Durham and Newcastle-Upon-Tyne. Spennymoor is also ideally located for access to the A1M which is close by whilst house prices are moderate when compared to the National average.

JOB DESCRIPTION

**JOB TITLE:**

Parent Support Advisor

**ACCOUNTABLE TO:**

The post holder will be accountable to a cluster of Headteachers and report directly to an identified line manager

**GRADE:**

Grade 7, point 24-28 (pro-rata)

Full time/term time only

Flexible hours

**THE POST:**

Parental influences have a powerful effect upon children’s attitudes, achievements and life outcomes. The role of the PSA is to assist in overcoming barriers to learning by working in partnership with families, parents, carers and students, particularly the most disadvantaged, to have full access to educational opportunities.

The PSA will work directly with parents in a non-judgemental way empowering them and their families to get the most out of the educational and life opportunities available. Their work will focus on preventative and early intervention activities. They will work in a school context where presenting needs are below the thresholds that trigger the involvement of specialist services and other agencies in line with the Children’s Trust arrangements.

The appointed person will work alongside another part time Parent Support Advisor.

KEY RESPONSIBILITIES

**Duties and responsibilities specific to the post:**

* Parenting support and Information – support parents by running informal and formal parenting interventions including evidence based parenting programmes and providing appropriate information or referrals
* Develop one to one mentoring relationships, provide support and interventions to parents and children in the family home or educational setting
* To provide transition support for parents/carers of children starting school and on transfer to secondary school and other life transitions where appropriate
* Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child’s ability to engage with school and learning
* To provide impartial information or referrals about national and local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others, including facilitating swift and easy access to specialist services where appropriate through the use of the Single Assessment Procedures
* Carry out Early Help Assessments and take a leading role in Team around the Family meetings
* At the request of parents and the school to talk to children experiencing difficulties and convey the voice of the child to parents and school staff
* Engage with children in a school and home context to support them overcoming challenges or difficulties and in supporting improvements
* Work with parents in a school context, supporting them and building their engagement with their child’s learning
* Encourage parents and pupils to make a positive contribution to school and the community through a range of participation activities
* Provide support to improve attendance, working with families to identify reasons for their children’s non-attendance, and to work with parents and others to achieve regular attendance and reduce exclusion
* Build positive relationships with schools/other agencies and families in the cluster and promote the role of the Parent Support Advisor to ensure accurate school/agency and self-referrals.
* Liaison with other agencies – participating in internal and cross-organisation working as groups as appropriate for the exchange of information and best practice to promote integrated working practices.
* Keep up to date about the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to
* Maintain accurate simultaneous records and all documentation pertaining to meetings/ contact with children and young people and their families
* Conduct reviews and assessment of the effectiveness of the work being carried out including evaluation of parenting courses and interventions
* Attend training and supervision as deemed appropriate for safe effective practice

**General expectations of all support staff:**

Staff will:

* Follow school policy regarding care, support and supervision of students
* Carry out all duties and responsibilities with due regard to existing policies such as Safeguarding, Health and Safety and Equal Opportunities
* Attend training and development activities and courses, ensuring continuing, personal and

professional development

* Contribute to a welcoming school culture by promoting mutual respect for all.
* Comply with any reasonable request from the Headteacher /line manager to undertake work of a similar level that is not specified in this job description
* Work effectively as a team member
* Act as a role model to students in speech, dress, behaviour and attitude
* Have common duties in the areas of: Quality Assurance, Communication, Professional Practice,

Health and Safety, General Management (where applicable), Financial Management (where

applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

* Promote good behaviour, good attendance and positive attitudes at all times

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| **Application** | A well-structured letter of application indicating interests and strengths in the role. | \* |  |
| Fully supported in references. | \* |  |
| **Qualifications and Professional Development** | 5 GCSE (A\*-C) including Maths and English or equivalent **OR** Level 3 qualification or above in a related discipline: Health Education, Youth Work, Social Care or equivalent | \* |  |
| SWiS (Parent Support) Level 3 |  | \* |
| Level 3 qualification WWP (NOS) |  | \* |
| Other professional development in relation to working with children and families |  | \* |
| **Experience** | Working with families and children with complex needs and challenging situations | \* |  |
| Delivering individual or group based support | \* |  |
| Working within a family home to provide targeted support | \* |  |
| Working within the field of education, social care and health or the voluntary sector | \* |  |
| Experience of single assessment procedures and carrying out Early Help Assessment | \* |  |
| Taking on the Lead Professional role and coordinating Team Around the Family meetings | \* |  |
| Knowledge and experience of parenting delivering programmes | \* |  |
| Experience of operating in a multi-agency environment | \* |  |
| Experience of solution focussed methods of intervention |  | \* |
| **Knowledge and understanding** | The social and emotional factors that affect a child’s capacity to learn | \* |  |
| Available support services and referral routes | \* |  |
| Complex issues families may experience e.g. domestic violence, debt, housing issues | \* |  |
| Safeguarding issues | \* |  |
| School attendance procedures |  |  |
| A variety of methods to engage families | \* |  |
| **Skills and Abilities** | Able to relate to young people and adults in an empathetic manner | \* |  |
| Deal with difficult situations and/or individuals in a calm, fair but effective manner | \* |  |
| Deal with sensitive issues in a confidential manner | \* |  |
| Prioritise workloads and work to deadlines | \* |  |
| Work as part of a team and use own initiative as required | \* |  |
| Work flexibly and manage own time to best effect | \* |  |
| Report and account to line manager as appropriate | \* |  |
| Demonstrate awareness/commitment to upholding equal opportunity policies | \* |  |
| Maintain an effective record keeping system | \* |  |
| Good ICT skills | \* |  |
| Access to a car or access to a means of mobility support (if driving, must have a current, valid driving licence and appropriate insurance) | \* |  |
| **Personal Attributes** | Empathy. | \* |  |
| Resilience and tenacity | \* |  |
| Non-judgemental attitude towards people | \* |  |
| Positive and innovative approach | \* |  |
| Ability to persist and cope with failure/rejection by clients |  | \* |

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding.

Any relevant issues from references will be taken up at interview.

APPLICATION

Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Completed applications must be received by the school by **3.00pm** **on Tuesday 7th June 2016** addressed to:

Mr P Gillis

Headteacher

Whitworth park School and Sixth Form College

Whitworth lane

Spennymoor

County Durham

DL16 7LN

or by e-mail to the Headteacher’s PA, Mrs J Woodward at: [j.woodward@whitworthpark.org.uk](mailto:j.woodward@whitworthpark.org.uk)

If you have not heard from us within 4 weeks of the closing date please assume that you have been unsuccessful on this occasion.

Whitworth Park School and Sixth Form College:

* is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references
* is an Equal opportunity employer
* operates a strict no-smoking policy

Unfortunately we are unable to acknowledge receipt of your application.