

## PARENT SUPPORT ADVISOR

### JOB DESCRIPTION

**Key purpose:**

To deliver early intervention, preventative support, guidance and advice to improve outcomes for children, young people and families with a school context. Work in partnership with parents, carers and children to enable children to have full access to educational opportunities and overcome barriers to learning and participation.

**Principal Tasks:**

- Devise and deliver supportive early intervention and preventative support to parents/carers and their children across school.
- Manage a caseload and co-work cases in line with the needs of the school and professional practice procedures and standards.
- Support parents/carers in developing their parenting skills in order to promote their children's physical, social and emotional development.
- Ensure the views of parents/carers and their children are taken into account in the planning and implementation of support packages.
- Provide support packages, which may include individual and group work with parents/carers. Work with an extended range of networks and partnerships to develop parenting skills brokering support to sustain and help parents engage positively with their child's learning and development.
- Ensure parents/carers are supported with children's transitional experience to ensure continual engagement with schools and learning.
- Work alongside parents/carers in a range of settings for example school or other venues suited to the nature of the work undertaken.
- Implement the Early Help My Family Plan as an integral aspect of service delivery.
- Work with parents/carers to identify their need for parenting support groups or parenting classes to enhance their relationship with their children and deal positively with discipline, conflict and other parenting issues, where necessary running basic parenting classes.
- Develop parental confidence in dealing with all agencies that affect their children's lives, providing access to targeted and universal services.
- Provide impartial information, sign posting and guidance to parents about the range of support services available working closely with statutory and voluntary agencies.
- Work alongside colleagues to develop group work initiatives when required and encourage families to explore and manage change within their lives including supporting parents/carers with attendance of their children at school.
- Act appropriately should areas of concern arise by following the schools' child protection policy and procedures.
- Adhere to all school policies in the performance of their duties.
- Respect all confidentiality, principles, and practice of the Data Protection Act.
- Comply with Health & Safety policies and legislation.
- Contribute to the overall ethos / work / aims of the school.
- Assist in monitoring attendance and punctuality as and when required.

<p><b>Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with other practitioners and agencies in a positive and proactive manner to ensure children and their families receive all resources and up to date information.</li> <li>• Work with parents/carers and children to provide preventative support and to build confidence and self-esteem.</li> <li>• Work with parents/carers and children to provide advice and guidance to avert potential exclusion and supporting families with e-inclusion.</li> <li>• Ensure parents/carers feel confident to engage with the child's learning by supporting parents to enrol on family learning opportunities such as English for speakers of other languages (ESOL) literacy, numeracy, computer literacy, etc.</li> <li>• Undertake management support and supervision from Head Teacher and Family Liaison Officer.</li> <li>• Work with local schools to build programmes that increase levels of support for children's learning.</li> <li>• Develop a range of contact and communication approaches, requiring an awareness of the issues parents and carers face, understanding the primary rights and responsibilities of parents and carers to raise their children safely.</li> <li>• Support school by attending various meetings.</li> </ul>
<p><b>Physical Skills:</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and up to date detailed records and documentation regarding the work undertaken with families.</li> </ul>
<p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Participate in training and development activities to maintain and update skills and knowledge relating to own professional field. (NVQ Level 3 in PSA professional training, Triple P programme, Safeguarding children and other relevant school training, etc.).</li> <li>• Attend network meetings enabling PSAs to receive up to date information and network with other professionals in the same field.</li> <li>• Understanding of the relevant legislation plus a detailed understanding of the underlying concepts and principles of the specialist area within which this post operates.</li> </ul>