

Person Specification: Parent Support Advisor

Essential	Desirable
Experience & Knowledge	
<ul style="list-style-type: none"> • Knowledge of issues affecting families and parenting needs of children • Knowledge of available support services and referral routes 	<ul style="list-style-type: none"> • A good knowledge of the local community and school • Experience of working with pupils, parents, staff and the local community • Experience of multi-agency working, preferably including childcare, health and social care • Experience of community / voluntary / parent / partner agency links • Confident and knowledgeable about CAF processes • Up to date knowledge and understanding of safeguarding matters • Knowledge of special educational needs
Personal Characteristics	
<ul style="list-style-type: none"> • Genuinely care for the well-being of children, parents and families • Be approachable and have empathy with people in a range of circumstances • Excellent communication, listening and observation skills • Ability to work confidentially • A commitment to inclusive education • Work flexibly 	
Skills & Abilities	
<p>Ability to:</p> <ul style="list-style-type: none"> • Work with school staff to identify those families who need support • Build relationships with pupils and their families • Deal with difficult situations and/or individuals in a calm, fair but effective manner • Understand different professional roles and perspectives • Demonstrate excellent computing skills • Prioritise workload & work to deadlines 	<p>Ability to:</p> <ul style="list-style-type: none"> • Facilitate groups • Previous experience with inter-agency working (Health / Social care, etc.)
Education / Qualifications	
<ul style="list-style-type: none"> • Willingness to undertake training • Educational achievement sufficient to support clear reporting & presentation skills 	<ul style="list-style-type: none"> • Good basic written English • Recognised qualification at level 1, 2 or 3