

Job Description

Directorate: Children's Services

Division Schools

Post title Parent Support Adviser CC181

Evaluation 450 Points **Grade: N5**

Responsible to Head Teacher

Responsible for

Job Purpose To focus on preventative and early intervention activities to facilitate understanding between parents, carers and school staff about the needs of children and young people.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To work with parents to support their engagement in their children's learning in a school context where presenting needs are below the thresholds that trigger the involvement of specialist services and other agencies.
- 2 To build a programme to offer support for times known to put additional strain on parenting in order to meet these needs both at home and at school.
- 3 To support parents by helping them to improve their parenting skills for example by running basic parenting classes and providing appropriate information or referrals.
- 4 To identify with parents the reasons for their children's non-attendance, and work with parents and others to achieve regular attendance and reduce exclusion.
- 5 To advise and support schools to work together with other providers of parenting support and enable them to develop their extended services for children's mental health, learning and emotional wellbeing in partnership across their geographical area.
- 6 To actively support and develop consultation and engagement in the development of parenting support services with children and young people, schools, parents, carers and other stakeholders/potential partners.
- 7 To become extremely knowledgeable about and work closely with the existing support available to parents, carers and school staff within a locality area in order to signpost any of these individuals to relevant agencies for advice and guidance as soon as possible and avoid duplication.

- 8 To offer targeted support to parents identified as belonging to groups likely to have particular needs such as BME, asylum seekers.
- 9 To develop and where appropriate deliver a menu of different sort of provision as part of the core offer for Children's Centres and Extended Services through Schools to meet identified needs of parents and carers currently not accessing services.
- 10 To contribute to the development and contribute to the delivery of a multi agency training and development programme around parenting support for staff from the maintained, private and voluntary sectors that makes best use of existing expertise and meets identified needs.
- 11 To support all developments relating to the embedding of the Common Assessment Framework within schools and, where appropriate, act as Lead professional for identified individuals.
- 12 To contribute towards the development and updating of the information about parenting support in locality areas with the Directory of Services overseen by the Children's Information Service.
- 13 To contribute to the implementation of the themes of Every Child Matters through consultation with locality networks, frontline workers, children, parents and carers.
- 14 To contribute to the gathering of feedback, evaluations, data collection that shows the impact of parenting support work on all parents and, in particular, those who are traditionally less visible in parenting support services in order to contribute to the reshaping of service delivery for parenting support in the light of this feedback and monitoring.
- 15 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.