

Post title: Parent Support Advisor

Grade: Grade F

Purpose of the Post: To deliver early family intervention, preventative support, guidance and advice to improve outcomes for children and families within a school context.

Duties and Responsibilities:

1. Liaise with External Agencies, Early Years Foundation Stage and school staff to gather information about families and their children in order to devise and deliver supportive early intervention and preventative support working to improve the outcomes for children and their families.
2. Support parents/carers in developing their parenting skills to promote their children's physical, social and emotional development ensuring that:
 - the needs and views of parents/carers and their children are taken into account in the planning and implementation of support packages, where necessary running basic parenting classes , behaviour management, conflict resolution etc
 - parents engage positively with their child's learning and development
 - children and their families receive all necessary resources and up to date information
 - parents are provided with impartial information, sign-posting and guidance about the range of support services available working closely with statutory and voluntary agencies
 - parental confidence in dealing with all agencies that affect their children's lives is enhanced, providing access to targeted and universal services
3. Support families through Level 2 Early Help Assessment, My Family Plan and thresholds.
4. Ensure parents are supported with children's transitional experience to ensure continual engagement with schools and learning.
5. Liaise with an extended range of networks and partnerships including local schools, to build programmes and broker support to increase levels of support for children's learning.
6. Work alongside parents in a range of settings for example, family home, school or other venues suited to the nature of the work undertaken.
7. Work with parents/carers and children to avert potential exclusion and supporting families with re-inclusion.
8. Engage with and encourage parents to enrol on family learning or personal development opportunities
9. Be accountable for maintaining accurate and up to date records and documentation regarding the work undertaken with families and children including e.g. school Cause for Concern and Child Protection records, LAC documentation, Behaviour logs and Attendance and Punctuality data etc.
10. To promote excellent attendance and punctuality, monitor attendance and maintain rewards system
11. To play a supporting role in the delivery of pastoral support, including EHCPs, Health Care Plans and actions from CAFs, CIN and CP meetings.

12. To provide pastoral support to pupils in relation to:
 - behaviour
 - confidence and self-esteem
 - attendance and/or punctuality
 - relationships with peers or adults
13. Collate behaviour records and support analysis
14. Undertake management support and supervision from the Head Teacher/Deputy Head Teacher and Family Services Lead
15. To act appropriately should areas of concern arise by following the child protection policy and procedures adhered to by the school.
16. Participate in relevant training and development activities to maintain and update skills and knowledge relating to own professional field.
17. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Designated Safeguarding Role (Deputy Safeguarding Lead)

- To liaise with the Designated Safeguarding Lead (Deputy Head Teacher), Family Services Lead and Head Teacher in relation to all aspects of safeguarding
- To act as a source of support, advice and expertise within school
- To make referrals, when necessary, by liaising with the DSL and then with relevant agencies
- To promote the speedy and effective transfer of information of vulnerable pupils between schools, other educational settings, carers and other agencies
- To assist in the arrangements for those moving schools, or other settings, ensuring that this is managed in an appropriate and child-centred way.
- To attend relevant meetings, strategy groups and case conferences
- To maintain accurate, up-to-date, confidential documentation
- To liaise with the safeguarding link-governor

Corporate Responsibilities:

- In accordance with Part 2 s4A(1) of the Disability Discrimination Act 1995 where a post holder is disabled, Middlesbrough Council will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job.
- All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery, and adhere to the policies of the Council relating to these issues in the performance of their duties.
- All employees are expected to respect all confidentiality and principles and practice of the Data Protection Act.
- All employees are required to comply with Health and Safety policies and legislation.
- Middlesbrough Council is committed to continuous organisational employee development. The employee is required to participate fully in all initiatives, which facilitate continuous improvement

in both service quality and employee development and performance, including investors in people.

- The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the employee. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

This job description will be reviewed annually and may be amended at any time after consultation with you.

I acknowledge receipt of the above mentioned details of duties and responsibilities and confirm my acceptance of them.

Signed:

Date: