



GREEN GATES PRIMARY SCHOOL JOB DESCRIPTION

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 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.
4. Liaise with an extended range of networks and partnerships including Early Help, to build programmes and broker support to increase levels of support for children's learning.
5. Work alongside parents in a range of settings for example, family home, school or other venues suited to the nature of the work undertaken.
6. Work with parents/carers and children to avert potential exclusion and supporting families with re-inclusion.
7. Engage with and encourage parents to enrol on family learning or personal development opportunities.

8. Be accountable for maintaining accurate and up to date records and documentation regarding the work undertaken with families and children including e.g. school Child Protection records, CIOC documentation, Behaviour logs and Attendance and Punctuality data etc.

9. To promote excellent attendance and punctuality, monitor attendance for vulnerable pupils, and maintain rewards system.

10. To play a supporting role in the delivery of pastoral support, including EHCPs, Health Care Plans and actions from CIN and CP meetings.

11. To provide pastoral support to pupils in relation to:

- behaviour
- confidence and self-esteem
- attendance and/or punctuality
- relationships with peers or adults

12. Support families with issues associated with housing and cost of living by, for example, completing food bank referrals or housing applications.

13. Undertake home visits to support families with attendance and to offer parenting support.

14. Collate behaviour records and support analysis.

15. Undertake management support and supervision from the Head Teacher.

16. To act appropriately should areas of concern arise by following the child protection policy and procedures adhered to by the school.

17. Participate in relevant training and development activities to maintain and update skills and knowledge relating to own professional field.

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)

1. To liaise with the Designated Safeguarding Lead in relation to all aspects of safeguarding.

2. To act as a source of support, advice and expertise within the school.

3. To make referrals where necessary by liaising with the DSL and then with relevant agencies.

4. To promote the speedy and effective transfer of information of vulnerable pupils between schools, other educational settings, carers and other agencies.
5. To assist in the arrangements for those moving schools, or other settings, ensuring that this is managed in an appropriate and child-centred way.
6. To attend relevant meetings and case conferences.
7. To maintain accurate, up-to-date, confidential documentation.
8. To liaise with the safeguarding link-governor.