

Parent Support Advisor

Job Description

Post Title	Parent Support Advisor
School	Holy Cross RC Primary School
Salary and Grade	Scale Point 19-23 £7,214.01 - £8,047.44 (pro rata)
Line Manager(s)	Finola Gill
Supervisory responsibility	None
Contract Type	Permanent/Part time (15 hours per week)

Job Purpose

- To develop good relationships with parents/carers of children at the school and encourage parental involvement in the school and its activities.
- To be proactive and inclusive in identifying needs, and support children and families with information, advice and guidance in parent-craft and children's upbringing.
- To prevent the risk of continued social/emotional behavioural problems leading to exclusion.
- To investigate concerns raised by parents, pupils and teachers as agreed by the Headteacher.
- To investigate concerns raised by parents, pupils and teachers in consultation with the Headteacher.
- To provide counselling, one to one or small groups for those children identified with the greatest need that is adversely affecting their learning.

Main Responsibilities

- Establish and foster good relationships with all parents/carers of children at the school.
- Encourage involvement of all parents in the school and its activities.
- Build relationships with new parents and assist in induction sessions.
- Promote the self-esteem of parents/carers, and help them communicate openly and provide good parenting. Discuss, when necessary, in a confidential manner, difficulties at home.
- Support inclusive practice, focus work on preventative and early intervention activities, and with vulnerable and 'yet to be reached' children and families.
- Give pastoral/counselling support to pupils in school as required.
- Participate fully in regular supervision sessions, staff appraisal and in-service training.

Job Description continued

- Liaise with pupils' teacher and, if necessary, the school's SENCO, Headteacher, Child Protection Officer, Education Welfare Officer, or Behaviour Support Team (and other agencies) regarding issues that have arisen during the week and how to help and support the child and family move forward. Also to be involved with Common Assessment Framework (CAF) processes.
- Understand impact of good attendance for the child.
- Share information on practical childcare and parenting skills.
- Be trained and facilitate group family support sessions using published materials.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of, and share, services that parents might be signposted to.
- Discuss with future secondary/past primary school (as appropriate and if necessary) the pupil's situation in a confidential manner to help the pupil progress.
- Actively promote the family support services provided.
- Keep effective records and provide data, as required, for school and local authority needs.