

Hathaway Primary Parent Support officer JOB DESCRIPTION

Job title:	Parent Support Adviser	Ealing GLPC Grade: scale 7
School:		Post no:
Line manager:	Senior school leader	
Supervisory responsibility:	None	
Hours:	25 hours term time only	

Main purposes of the job

- To assist in tackling underachievement by working in partnership with families, parents, carers and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation
- To work directly with parents in a non-judgemental way, empowering them and their families to get the most out of the educational opportunities available.
- To support preventative and early intervention activities in a school context in liaison with relevant local agencies such as the SAFE teams
- To ensure the coordination of preventative work through the use of tools such as the common assessment framework (CAF) and the Ealing threshold document
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Parenting support and information

1. To have an understanding of the primary rights and responsibilities of parents in raising their children
2. To support parents by helping them improve their parenting skills, for example, by running basic parenting classes and providing appropriate information or referrals.
3. To promote high-quality parenting at home, such as by encouraging conversations between parents and their children and promoting

authoritative rather than authoritarian discipline.

4. To support parents of children with early signs of social, emotional, health or behavioral issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school and learning.
5. To provide impartial information to parents about the school and relevant local services available to children and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
6. At the request of parents and the school, talk to children experiencing difficulties and convey the voice of the child to parents and school staff.
7. In partnership with parents, identify the need for support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.

Parental engagement with their child's learning

1. To work with parents in a school context, supporting them and building their engagement with their child's learning.
2. To support parents and their children through transitions to ensure continual engagement with school and learning.
3. Encourage good relations and effective dialogue between parents and teachers about children's progress.
4. Ensure parents feel confident to engage with their child's learning by facilitating and arranging family learning opportunities at the school, such as English for speakers of other languages (ESOL), family literacy & numeracy and computer classes.

Promoting and supporting engagement and attendance at school

Where school attendance is an issue:

1. To identify with parents reasons for their children's non-attendance and work with them to resolve the situation at an early stage in order to achieve regular attendance.
2. Be able to carry out home visits where appropriate to support parents in ensuring their children maintain full and regular attendance.
3. To liaise with and support the work of the school attendance officers & education social workers (ESW) when the early support provided has not

resulted in improved attendance

Integrated working with other agencies

Under the guidance and supervision of a senior leader within the school:

1. Undertake structured assessment of the needs of children and young people with their parents, using the common assessment framework (CAF) through school-based meetings and home visiting and to identify various resources and support needed for these families.
2. To address concerns about pupils' social, emotional, health and behavioural development by either offering direct support, signposting to relevant services such as the SAFE team or by facilitating multi-agency meetings as part of the CAF process.
3. To act as the single point of contact for a child/family and to co-ordinate team around the child (TAC) meetings and monitor the effective delivery of multi-agency interventions and agreed actions informing the relevant body if there are concerns.
4. Attend regular supervision meetings provided by the SAFE team to assist with the management of individual case work
5. Attend core group and/or case conference meetings with the CP Lead to assist in the management of support and extended provision to parents and children on the Child Protection Register
6. Keep an up to date record of all Concern Forms completed by school staff and discuss any concerns with the CP Lead including making recommendations for referrals and future actions
7. Keep up to date on the range of agencies working locally in order to maintain knowledge of services to which parents may be signposted.
8. To regularly attend and be an active participant in the Parent Support Adviser network in order to exchange information and best practice with other professionals

Reporting

1. To maintain accurate and up to date case file records of work undertaken.
2. To keep appropriate records of group work and family group conference

activity. To ensure all record keeping relating to pupils' and families remains confidential in line with school policy.

3. To conduct reviews of the effectiveness of the work being carried out, including monitoring and evaluation of outcomes in line with school policy.
4. To keep informed records of all action taken to improve the attendance of pupils.

Other

1. To attend the common induction and PSA role specific induction and any other relevant training / CPD
2. To carry out all duties and responsibilities with due regard to the organisation's existing policies, such as child protection, health and safety, equal opportunities and data protection
3. To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
4. Admissions: Contacting parents/carers of new starters, organising Pre-admission visits and interviews. Liaising with staff from previous schools to ensure important information is shared with key staff.
5. Clubs: Organising after school clubs both with internal and external providers.

Signatures – line manager and jobholder

Signature holder:	of	post	Date:	/	/
Signature holder:	of	post	Date:	/	/
				
				