|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title:** | Parent Support Adviser |  |  |  |
| **Ealing GLPC Grade:** | Scale 6 |  |  |  |
| **Line manager:** | Headteacher | | | |
|  |  | | | |
| **Hours:** | 35 hours per week (term-time only) Part time may be considered | | | |

***This form lists the essential requirements needed in order to do the job.***

***Applicants will be short-listed solely on them meeting these requirements***.

## Essential Requirements

### Education and Experience

1. Degree level qualification or equivalent in a related area, e.g. Education, Social Care, Psychology.
2. Experience of supporting children and families within the field of education, social services/welfare or the voluntary sector.
3. Excellent communication and report writing skills (will be tested at interview).
4. Detailed understanding of current practice relevant to the role e.g. Every Child Matters, Keeping children safe in education, Children in need, integrated services, extended schools and Safeguarding.
5. Demonstrable experience of delivering individual or group-based support and training including facilitation.
6. Evidence of continuing and relevant professional development.

Knowledge, Skills and Abilities

1. To be able to engage constructively with and relate to a wide range of young people and their families with different cultural and social backgrounds.
2. Knowledge of the social and emotional factors that affect a child’s capacity to learn.
3. Knowledge of available support services and referral routes and ability to work effectively with a wide range of support services.
4. To be able to deal with difficult situations and/or individuals in a calm, fair but effective manner
5. To be able to deal with sensitive issues in confidence, influence others, managing discussions effectively to ensure desired actions are achieved
6. To be able to demonstrate an ability to prioritise workloads and work flexibly to deadlines
7. To be able to work as part of a team and use own initiative
8. To demonstrate awareness / commitment to upholding equal opportunity policies
9. To maintain an effective record keeping system