

JOB DESCRIPTION

Job Title
Parent Support Advisor
Salary Range
Spinal Scale Points: D 17-21
Line Manager
Headteacher
Base Location
St Joseph's Catholic Primary Plymouth
Purpose of Role
To engage with parents/carers and families to provide early intervention, support and guidance to improve educational partnerships, attendance at school and learning outcomes for pupils.
Key Accountabilities
<ul style="list-style-type: none"> • Develop and maintain effective contact and communications with parents/carers and families including home visits • Work with a range of school staff to help plan strategies and interventions to address individual pupil issues • Provide advice and guidance to families to reinforce their self-esteem and support pupil achievement • Implement action plans with parents / carers and monitor and report on progress and achievements • Signpost families to sources of advice and guidance • Support school strategies to improve behaviour and attendance • Advise and assist parents and pupils to support the reduction of pupil absenteeism and provide liaison between pupils, the school and/or parents. • Assisting in identifying trends of pupil absences. • Develop and sustain links with relevant external agencies, such as health professionals, Children's Centres and Local Authorities • Establish and maintain positive and productive relationships with all students, parents/carers and colleagues

<ul style="list-style-type: none"> • To establish early help for families through engaging with a range of support services and Social Care, and to develop and maintain these professional relationships • Maintain pupil records and case files • Undertake first day contact of parents/carers • Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence. • Develop and deliver a programme of family-related activities to meet the needs of the school community
Knowledge and Experience
<ul style="list-style-type: none"> • Working at or towards national occupational standards (NOS) for working with parents and knowledge / skills equivalent to current national qualifications for working with parents at level 3. • Knowledge of the range of potential barriers to learning and attending School, faced by children and young people. • Knowledge and skills equivalent to National qualifications level 3
Personal Qualities
<ul style="list-style-type: none"> • Can effectively communicate with School staff, parents / carers and a range of external agencies, such as Health and Social Care. • Is IT literate for tasks such as updating and maintaining pupil records and report writing • Will work within set guidelines, with the ability to use initiative when working with families / carers and responding to their queries or situations as they arise. • Is able to focus on the task in hand when working parents / carers and pupils, where work may be interrupted. • Can effectively manage emotionally demanding behaviours as a result of dealing with pupils and parents / carers individual circumstances. • A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church
Expected Outcomes
<ul style="list-style-type: none"> • Work with a range of School staff, parents / carers, and families to exchange information and provide support. • Work within set guidelines when working with individual families / carers • Implement action plans • Work with individual pupils, parents / carers and families to improve attendance, behaviour or performance.

- May demonstrate own duties to new or less experienced staff
- Maintain and update sensitive pupil records and case files
- May carry out home visits
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.