

JOB DESCRIPTION



Post: Parent Support Advisor

Purpose and impact

Promote the engagement of parents in their children's learning. Develop early intervention and preventative work with parents, providing targeted support to parents and signposting to sources of additional support.

Key responsibilities

- Provide impartial information (and referrals as appropriate) to parents about school based and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- Identify in partnership with parents their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.
- Support parents by providing appropriate information and/or referrals and helping them to improve their parenting skills (e.g. by running basic parenting classes).
- Promote high quality at home parenting by encouraging authoritative rather than authoritarian discipline and promoting conversations between parents and their children.
- Build positive relations with schools in the cluster/pyramid and actively promote the PSA role to ensure sufficient school and parent self-referrals
- Support parents of children with early signs of social, emotional, health or behavioural 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.
- Work with parents in a school context, supporting them and building their engagement with their child's learning.
- Support parents and their children through personal challenges and transitions to ensure continued engagement with school and learning and provide transition support for parents when their children transfer between phases.
- Encourage good relations and effective dialogue between parents and school staff about children's progress and barriers to learning.
- Work with schools in the cluster/pyramid to build programmes that increase levels of parental engagement with the schools and support for children's learning.
- Promote, organise and facilitate family learning opportunities to promote parental confidence to engage with their children's learning.
- Work as part of an area team of PSAs, linking with Extended Services Coordinators to ensure parent support courses/classes for parents are available across the area.
- Work closely with ESWAS, BSS and school staff with responsibility for behaviour and attendance.
- Work closely with the integrated locality team, supporting the Common Assessment Framework process.
- Participate in internal and cross-organisation meetings and working groups as appropriate for exchange of information and 'best practice'.
- Liaise with other PSAs across Dorset to share best practice.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.
- Keep records and all documentation pertaining to meetings/contact with children and young people and their families, recording impact/outcomes of service provided.

- Conduct reviews and assessment of the effectiveness of the work being carried out including evaluation of parenting courses by the delegates.
- Keep informed records of all action taken to support improvement in the behaviour and attendance of pupils.
- Attend training and supervision.
- Any other duties and responsibilities within the range of the salary grade.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Resources

- Workstation and related IT/Office equipment.
- Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
- The post holder may have some responsibility for small items of equipment or cash.

Working Environment

- The post holder will be required to visit and work in a range of schools across Dorset as well as working in other agencies offices.
- The post holder will be required to visit parents at their homes.
- The post holder needs to be prepared to travel around Dorset and fulfil the travel requirements of the post
- To work independently taking responsibility for decision making and the health and safety of families and children.

Safeguarding Responsibilities for this post

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid. It will have regular contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.