



JOB SPECIFICATION

Date last modified: **June 2017**

JOB TITLE: **Parent and Student Support Advisor**
Term-time including all INSET sessions

GRADE: **JG6**

1. JOB PURPOSE:

To work proactively and in partnership with families, parents, carers and students to enable students, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning. To work with a range of internal and external staff to support the delivery of the College's Early Help provision.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- a) Work with Year Leaders and SLMT to maintain high standards of attendance by providing support to students and families as needed (e.g. collecting students from the home)
- b) Undertake Home Visits to work with parents/families to improve College-Home relationships and to resolve any issues acting as a barrier to high levels of attendance or behaviour
- c) To undertake early help assessments to identify the strengths and needs of a family and provide targeted intervention including where appropriate the role of lead professional. This may include acting as the Lead Professional or attending Team Around the Child meetings
- d) Deliver 1:1 support to parents and families at home and increase the parenting capacity of parents and carers in bringing up their children
- e) Provide impartial information and advice to parents about the school and relevant local services
- f) At the request of parents and the College, talk to children experiencing difficulties and convey the voice of the child to parents and school staff

- g) Support parents of children and young people experiencing difficulties with 1:1 work and group work
- h) Undertake restorative work in the College with students referred to the Inclusion Base, enabling them to reflect on their behaviour and set targets for improvement.
- i) Lead restorative justice meetings between students and/or students and staff to ensure high standards of behaviour are maintained

3. Support for the College

- a) To be aware of and understand the College's Single Equality Policy and ensure at all times that the duties of the post are carried out in accordance with this policy and related policies.
- b) To ensure compliance with all Health and Safety legislation and associated codes of practice and College policies.
- c) Review and develop own professional practice, maintain effectiveness as a member of the College staff by taking responsibility for own continuing professional development.
- d) Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

3. SPECIAL NOTES OR CONDITIONS:

Job Dimensions (Specific to the post holder)

No of Staff Supervised:

Budget:

Other Resources:

College Dimensions

Status:

Secondary

Students on Roll:

Approx 900

No of Staff:

Teachers 54

Support Staff 54

Annual Budget:

Contacts: Teaching and Support staff, Parents and Carers, external agencies and identified students.

4. QUALIFICATIONS AND EXPERIENCE:

| ASSESSMENT CRITERIA | ESSENTIAL | DESIRABLE |
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| <u>FORMAL QUALIFICATIONS</u> | Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent. | Level 3 qualifications related to education/child development and welfare |
| <u>WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING</u> | At least 3 years' experience of working with families and young people | |
| <u>OTHER RELEVANT EXPERIENCE</u> | | Working with students of Secondary age within other appropriate contexts Working with families within other appropriate contexts |
| <u>SPECIALIST KNOWLEDGE</u> | Demonstrate sound knowledge and understanding of: <ul style="list-style-type: none"> • Child Protection procedures | Sound knowledge of Early Help and safeguarding thresholds |
| <u>JOB RELATED SKILLS</u> | <ul style="list-style-type: none"> • Competent ICT skills • Excellent and effective communication skills | |
| <u>PERSONAL SKILLS</u> | <ul style="list-style-type: none"> • Ability to work flexibly within a team and motivate students. Demonstrate a professional attitude • Ability to work effectively with a wide range of people across the College and from outside • Reliability, motivation and resilience under pressure | |

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| <u>SPECIAL WORKING CONDITIONS</u> | Attendance at directed times as contract | Attendance at events beyond College hours, by agreement |
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5. SUPERVISORY RESPONSIBILITY:

The post holder may provide supervision and support, where appropriate, to other support staff.

6. SUPERVISION RECEIVED:

The post holder will work within a framework as directed by senior colleagues and middle leader-managers and will take responsibility for planning and delivering within this framework. Ongoing dialogue with team leader and teachers, with timetabled meetings and performance review.

RECEIVED:

DATED: