



**SIDMOUTH COLLEGE**  
Parent Support Advisor/  
Early Help Co-ordinator



*believe • inspire • succeed*

# Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Parent Support Advisor/Early Help Co-ordinator at Sidmouth College. The College currently has 865 students on roll of whom 115 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven new Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to be again judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role.

If you have any questions please contact the Leadership Team Assistant, Mrs Jo Liddle, on 01395 514823 or [jliddle@sidmouthcollege.devon.sch.uk](mailto:jliddle@sidmouthcollege.devon.sch.uk)

Yours faithfully



Mrs S Parsons  
Principal



# Introduction

## Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

### Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

### A caring and supportive community

Care, guidance and support are strengths of the College. Students are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

### A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.

# Appointment Information

## Appointment Information

This is an exciting opportunity to work with our Pastoral Team within the College and across the feeder primary schools in Newton Poppleford and Branscombe, supporting both students aged 4-18 and parents in a wide ranging and impactful role for the schools.

Sidmouth College has been recognised for the positive work that it does by a number of external organisations including OFSTED who rated us as 'Good' in 2022 and stated that the College, 'have created an effective culture and harmonious community that keeps pupils safe and well looked after'.

The Early Help Coordinator will offer early intervention, preventative support, guidance and advice to improve outcomes for children, young people and families. The role requires a practitioner who is experienced in working with parents and young people. The successful candidate will be well organised, have the ability to prioritise workloads and be able to deal with difficult situations in a calm manner. Ideally the Early Help Coordinator will have experience within the field of education, social services/ welfare or the voluntary sector.

The role will be a varied one, based at Sidmouth College with outreach to other schools. The successful candidate must be a trustworthy team member who is a confident and experienced communicator, is flexible and has good confidentiality. The role lastly requires a high level of autonomy and the appointed candidate will be expected to use their initiative to impact positively on the outcomes for young people and their families. Travel will be expected so candidates must have the use of a vehicle.

Hours of work are 33 hours 50 minutes per week for 39 weeks per annum , term time plus non-pupil days. Hours to be worked over five days. This is a permanent post commencing in September 2022.

## Application Process

The closing date for applications is **Monday 11th July 2022** at **08.00am**

Interviews will be held in week commencing **11th July 2022**

Completed applications should be submitted through TES.

We are committed to safeguarding the welfare of our students and, if successful, you will be required to undertake an enhanced Disclosure & Barring check.

Sidmouth College is an equal opportunities employer.



# Parent Support Advisor — Job Description

**Post:** Parent Support Advisor/Early Help Co-ordinator —Permanent from September 2022

**Scale:** Grade E (actual salary £18,970)

**Hours of work:** 33 hours 50 minutes per week for 39 weeks per annum (1320 hours per annum) Monday to Friday - term time + non-pupil days.

**Responsible to:** Vice Principal

## Job Purpose

To remove barriers to learning through supporting vulnerable children throughout the school. To offer early intervention, preventative support, guidance and advice to improve outcomes for children, young people and families. Signposting and coordinating the necessary multi agency support to enable parents to help raise their child's levels of attainment and achievement. Ensure that parent-school relationships are as strong as possible leading to high levels of pupil learning behaviour. Working with the school team to improve attendance.

**Key tasks and responsibilities are as follows but may vary in accordance with the demands of the appointment:**

## MAIN DUTIES AND RESPONSIBILITIES

- Promote effective parenting through 1:1 [individually tailored] and group work [generic and specific] as appropriate to the needs of the parent/carer, remaining parent and carer focused
- Providing preventative support, advice and guidance to support parents of children with early signs of social, emotional health or behavioural issues ensuring that parents are supported and empowered to address these issues as far as possible from their own resources
- Forge close partnerships between home and school and encourage the development of positive respectful relationships between all parties involved in the home-school interface by acting as a point of contact for families in need of support
- Provide information about local services to parents/carers
- Liaise closely with partner agencies and coordinate Early help within the schools
- Use the Early Help process with families ensuring positive and effective outcomes
- Host Team Around the Child [TAC] meetings and ensure information is relayed to the designated safeguarding lead as appropriate.
- To support families appropriately through TAC meetings by fulfilling an appropriate role, depending on individual skills and competencies and prior involvement with the family
- Signpost to other agencies, and support parental engagement with a range of services
- Model effective parenting in the relationship between EHC and parent/carer work jointly within the family to model learning e.g. negotiation skills/conflict resolution
- Improve attendance by working with parents, the school and in conjunction with the Education Welfare Service as necessary
- Be an active part of the local Parent Network, developing parenting support in the community and supporting the implementation of evidence based parenting interventions as outlined in the parenting strategy
- Target and work with families at the crucial transition stage between primary and secondary school



# Parent Support Advisor Contd...

## MAIN DUTIES AND RESPONSIBILITIES CONTD...

- Work to facilitate learning opportunities for parents/carers in school
- Build engagement from parents/carers with their child's' learning, promoting an understanding of parental influence upon life long achievement
- Support the development of positive learning strategies such as helping pupils plan and prepare for the school day, assisting with home learning and encouraging attendance at extra-curricular activities and thus overcome barriers to learning
- Aim to reduce poor behaviour that might otherwise lead to exclusion
- Ensure that the behaviour strategies used by the school are understood by parent and child, supported and applied within the home
- Provide concise and accurate written reports to a range of agencies as required
- Maintain accurate and concise case records, including referral processes and ensuring the requirements of data protection are met
- Produce evaluation information
- Be mindful of the Every Child Matters outcomes
- Reinforce the importance of effective positive parenting and a parents' rights and responsibilities
- Participate in training events as required
- Liaise with teachers, at various schools and SENCO, child protection officer, behaviour support team and any other relevant persons regarding pupils.
- Provide pastoral support to pupils as required.
- Establish good relationships with pupils, acting as a role model and setting high expectations.

## Additional tasks:

- Any other reasonable tasks at the discretion of the line manager and the Principal



# Person Specification

Key competencies		
<p>Develops and sustains professional working relationships based on mutual trust, respect for individual rights and cultural needs and the promotion of equality and diversity</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to work to tight deadlines and prioritise workload</p> <p>Ability to act as a facilitator within meeting and for key stakeholders</p> <p>The ability to act and translate ideas into actions and use the Plan, Do, Review and assess process</p> <p>Able to identify and manage risks to ensure the successful completion of tasks and projects</p> <p>Competent use of IT software applications including Word, Excel and Outlook</p>		
Attribute	Essential	Desirable
Work Experience	<p>Working in a multi-disciplinary and multi-agency environment</p> <p>Experience of delivering training programs</p> <p>Working in an education and or social care setting</p> <p>Working with the broad range of services for children, young people and families in health, education and social care</p> <p>Awareness and/or experience of the Working with Parents national agenda, including National Occupational Standards</p>	<p>Ability to interpret data and track performance</p> <p>Ability to present information to different audiences e.g. parents, staff, Governors and SLT</p> <p>Knowledge of social and emotional factors affecting young people and families ability to learn</p> <p>Working knowledge of family/parent support</p> <p>Experience within the field of education, social services/welfare or the voluntary sector</p>
Practical skills	<p>Ability to work independently</p> <p>Ability to prioritise and manage time and workload effectively whilst working flexibly</p> <p>Ability to communicate clearly, concisely both verbally (on the phone and face to face) and in writing to students of all ages, parents, school staff and other agency workers.</p> <p>Ability to form effective working relationships across agencies and professional boundaries</p> <p>Ability to deal with challenging circumstances in a calm, fair and effective manner</p> <p>Work with own initiative</p> <p>Relate to young people and adults in an empathetic manner and develop rapport with children and their families</p>	<p>Support learning through coaching</p> <p>Influence others managing discussions effectively to achieve desired outcomes or actions.</p> <p>Experience of individual and group based support for children and adults</p> <p>Promoting and delivering transition programs for children</p> <p>Promoting and delivering parenting programs</p> <p>Delivering social and emotional mental health support to young people</p>
Strategic thinking	Deal with sensitive and personal information in complete confidence and with empathy	Knowledge of available support and routes to access support services



# Person Specification

Attribute	Essential	Desirable
Personal Qualities	Demonstrates a commitment to safeguarding and promoting the welfare of children  Ability to work normal and outside of normal work hours  A commitment to work in partnerships  Persistence  Resilience  Empathy  Maintaining confidentiality	
Qualifications	5 GCSEs including English and Maths at C grade or equivalent  Existing or a willingness to engage in training to a level 3 qualification in Working with Parents	A level standard  Level 3 Safeguarding qualification  Counselling qualification

