HUISH ACADEMY TRUST
TRUST PARENT AND FAMILY SUPPORT ADVISOR
JOB DESCRIPTION

Salary Range:	Grade 12 scale point 12 to 19 £22,183-£25,481 per annum pro rota FTE £11.70-£13.43 per hour
Responsible to:	School Designated Safeguarding Lead/SENCo

Main Purpose of Job:

Provide advice and guidance to families to improve the learning opportunities for their children. Support the school in investigating the circumstance behind absence or investigate the reasons contributing to children being unable to make best use of time at school and, if appropriate, help resolve difficulties and identify areas that may be of concern in the near future. Enable the focus of attention on likely causes to provide a preventative option for the school and other agencies.

Main Responsibilities and Duties

Develop specific pieces of work, in agreement with the family, which could involve visiting families at home with the purpose of empowering them to make the best use of their own resources, e.g. supporting families whose children are experiencing emotional health difficulties.

Devise, implement and monitor the effectiveness of action plans and suggest amendments that should be considered to provide further assistance to the families. Involve other agencies to enable access to a wide range of services and opportunities.

Identify likely consequences of actions not being completed and alternative courses of action by the school and/or other agencies, as a means of emphasising the responsibility of the parents.

Provide advice and guidance to families and students with known attendance issues, identifying the expectations from the school and also identifying how the school can provide assistance to the family should this be necessary.

Undertake and contribute to referrals, where appropriate, such as Early Help Assessments (EHA), CAMHS, TAS to provide a cohesive multi-agency response. Take the role of Lead Professional where appropriate.

- Assist families to provide the necessary skills to enable an improvement in ability to deploy the appropriate skills to meet requirements.
- Publicise and promote any local appropriate group activities and parenting interventions.
- If required facilitate the planning, development and review of parenting groups and extended school provision through offering advice and guidance to schools on areas to further develop, funding opportunities, signposting and collaborative opportunities.
- Work with the Education Safeguarding Service to help deliver action plans.
- Contribute to the transition work ensuring integration of students and families into the new establishments from other local provision and feeder schools, ensuring a consistency of approach and treatment and reinforcing the expectations of the school and the families in these new establishments.

Typically, a full-time postholder will hold an active caseload of 20, although this may vary depending on complexity of the cases allocated. All work should be solution focused and time limited.

Safeguarding

Everyone who works for the Huish Academy Trust has the responsibility for promoting the safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures re Child Protection and Safeguarding.
- To become aware of the signs and symptoms of abuse by attending relevant training.
- To report all causes for concern to the Designated Safeguarding Lead via appropriate methods.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To ensure they complete or are aware of risk assessments pertaining to children in their care or regarding any off site visits.

The postholder will need significant unsupervised contact with children, young people and their families. An enhanced Disclosure and Barring Service (DBS) will be required.

This post is exempt from the provisions of the Rehabilitation of Offenders Act, The postholder may work alone outside office hours and therefore must adhere to the school health and safety working procedures, i.e. lone working.

This job description will be reviewed annually to reflect the plans, growth and development of the Trust.

Person Specification

Parent & Family Support Adviser

Key Competencies
Develops and sustains professional working relationships with children and their parents, schools, health and local authority staff based on mutual trust and respect for individual rights and cultural needs and the promotion of equality and diversity. Excellent communication and interpersonal skills. Ability to work to tight deadlines and prioritise workload. Ability to work on own initiative within the remit of the action plan. Ability to act as a facilitator within meetings with key stakeholders. Ability to think originally and creatively and to translate ideas into practice and policies into action. Ability to identify, plan for and manage risks to ensure successful completion of projects. Competent in using ICT software applications in order to keep accurate and detailed records of work with families. Ability to understand and implement legislation and Trust policies to meet service requirements.

Work Experience	
Essential	Desirable
Experience of working in an education and/or social care setting. Experience of working with the broad range of services for children, young people and families in health, education and social care.	Experience of working in a multi-agency and multi-disciplinary environment. Experience of delivering training programs.

Qualifications	
Essential	Desirable
Evidence of continued professional development to update skills and knowledge. NVQ Level 2 or equivalent in relevant area. GCSE English and Maths to Grade C/Level 4 or equivalent	NVQ Level 3 or equivalent in relevant area Educated to A-Level standard or equivalent.

Knowledge/Skills	
Essential	**Desirable**
Ability to work independently. Ability to prioritise and manage time and workload effectively. Ability to communicate clearly, concisely and logically both verbally and in writing. Ability to form effective working relationships across agencies and professional boundaries Knowledge and understanding of other services	Ability to present complex information Knowledge and understanding of School systems. Understanding of the Early Help Assessment and the role of Lead Professional. Knowledge of Local Safeguarding Procedures

provided in the statutory and voluntary sectors that materially affect children and young people's outcomes.	
Personal Attributes	
Essential	**Desirable**
Ability to work flexible hours and outside normal office hours. Commitment to work in partnership with schools and other service providers. Ability to empower other people. Self-starter with the resilience to manage conflicting deadlines. Demonstrates a commitment to safeguarding and promoting the welfare of children.	
References	
Essential	**Desirable**
Positive recommendation in professional references Satisfactory health and attendance record	Professional reference without reservation