**Job Description**

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# Parent and Family Support Advisor

**Contract:** Temporary Fixed term contract until August 2025

**Weeks per Year:** Term Time with the possibility of a few working days in the school holidays. 2 days at St John’s and 1 day at St Benedict’s.

**Grade:** 12 Point 12-19

**Responsible to:** Headteacher

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| **Main Purpose**  |
| Provide advice and guidance to the schools, families, parents and children to encourage their involvement in the school’s environment and thereby encourage the positive participation of the children in the learning environment of the schools and improving the learning opportunities for those children. Examines the reasons for absence and identifies potential areas of concern, providing support and guidance as needed. |

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| **What we can offer**  |
| A nurturing and inclusive environment that prioritizes student and staff mental and emotional health.Strong community ties that enhance learning and promote social responsibility.Supportive and approachable leaders that listen to and values the input of students, staff and families, creating a collaborative and inclusive atmosphere between the two schools. |

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| **Main Duties and Responsibilities** |
| Undertake Early Help Assessments (EHA) where appropriate, advising and working with parents/carers and staff to find the most appropriate way in which they can address and resolve issues. Liaising between home and school, providing a direct line of communication and link with the school, where required. Provide advice and guidance to families and children with known attendance and/or behaviour issues, identifying the expectations from the school and also identifying how the school can provide support to the family should this be necessary. Develop specific pieces of work, in agreement with the family and school, 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. It could also involve small group targeted work in school. 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. Work within the Team Around the School (TAS) model to provide a cohesive multi-agency response where appropriate to do so. Publicise and promote any local appropriate group activities and parenting interventions. Signpost children, staff and families to sources of appropriate support. 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 closely with Head teachers and staff to provide early intervention to promote positive wellbeing, attendance and learning outcomes etc. To pro-actively gather information about local services for families in the area and provide a signposting service for parents/carers and others. Where appropriate to set up, provide and deliver new initiatives, to support parents/carers and other support organisations in the community.  |

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| **Personal Attributes / Education and Qualifications**  |
| Experienced PFSA or working in a similar role is desirable. The successful candidate/s must have experience of working with people and working in a school environment. It is desirable that they have experience in working with vulnerable and challenging young people and have safeguarding experience. Knowledge of the legislation affecting school attendance. Basic level of education required would be the equivalent of 5 GCSE’S at grade C or above including English Language and Mathematics. Desirable would be an education at A level or equivalent. Level 2/3-word processing skills desirable. Excellent communication skills, prioritisation, organisational skills, flexibility, confidentiality, initiative, tact and diplomacy to enable sensitive discussion with parents and children to encourage change and ambitious outcomes. Abilities to work in partnership with other professionals and as a team, including sound interpersonal skills, verbal and written communication skills. Experience of working in a multi-agency and multi-disciplinary environment. Experience of designing and delivering training programmes. Working with a broad range of services for children, young people and families in health, education and social care. |

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| **Notes**  |
| This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |

For more information about our schools, please check out our websites.

<https://www.stjohnsinfantsglastonbury.co.uk/>

[www.stbenedictscofevajuniorschoolglastonbury.co.uk](http://www.stbenedictscofevajuniorschoolglastonbury.co.uk)