



PPAT Education	
JOB DESCRIPTION	
Job Title:	Parent & Family Support Advisor
Reports To:	Headteacher
Grade:	Grade 12 points 12-19
Main Purpose of Job	
<p>To work directly with parents in a non-judgemental way empowering them and their families to ensure their children achieve at school and get the most out of the educational opportunities. Work will be focused on preventative and early intervention activities, signposting and supporting work with other agencies and services when specialist support is required.</p>	
Main Responsibilities and Duties	
<ul style="list-style-type: none"> • To enable parents to ensure their children achieve and attain in education. • To understand the primary rights and responsibilities of parents to raise their children, and support parents by helping them to improve their parenting skills for example by running parenting classes and providing appropriate information or referrals. • To work with parents in a home and school context, supporting them and building their engagement with their child's learning. • To identify with parents reasons for their childrens non-attendance, and to work with parents and others to achieve regular attendance. • To keep accurate records and documentation of meetings and contact with pupils and their families. To prepare reviews and assessment of the effectiveness of the work of the PFSA Service. • To work in partnership with other agencies to assist delivery of services to parents, for exchange of information and 'best practice'. • To support with the Central Access Framework process. • Keep up to date on the range of agencies working locally in order to maintain knowledge of, and share, services that parents might be signposted to. • Keep effective records and provide data, as required, for school and local authority needs. • To build positive and effective networking relationships with other PFSAs. • To carry out the duties and responsibilities of the post with due regard to anti-discriminatory and equality of opportunities practice. To ensure other relevant policies and procedures in place at schools are followed. 	
Contacts	
<ul style="list-style-type: none"> • Parents and pupils • Headteachers • School staff • Individuals and members of the local community • Colleagues in Social Care and Health • Colleagues in the voluntary sector working with children and families. • Children's Centre staff 	
Other duties	
<p>The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to the post may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of the post. Where a permanent and</p>	

substantial change in the duties is necessary, then a new description or appendix will be issued.

Expectations of job holder

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:	Date:
Line Manager:	Date:

JOB SPECIFICATION		
	Essential We are looking for someone who has:	Desirable It would be great if you also have:
Professional qualifications	<ul style="list-style-type: none"> Educated to at least NVQ Level 3 with competency in literacy and numeracy. 	<ul style="list-style-type: none"> NVQ Level 3 qualification in Children and Education or equivalent.
Professional experience	<ul style="list-style-type: none"> Experience of working with families and children in challenging circumstances. Experience of working in or with schools. Experience of providing various types of family support. Experience of multi-agency working. Experience of developing positive working relationships. 	<ul style="list-style-type: none"> Planning, monitoring and evaluating services. Experience of CAF process. Knowledge of the local community and local schools. Experience of counselling.
Professional knowledge	<ul style="list-style-type: none"> Child growth and development particularly for children of school age. Knowledge of the parenting needs of children. Safeguarding and Child Protection. Knowledge of Pupil Premium and the effective monitoring of pupils who are eligible. 	<ul style="list-style-type: none"> Knowledge of special education needs. Knowledge of schools legislation and practice with regard to behaviour and attendance. Knowledge of mental health. Understanding of the benefit system.
Skills and abilities	<ul style="list-style-type: none"> Good sense of humour and ability to emotionally detach from difficult situations. Non judgmental Ability to put firm professional boundaries in place. Ability to act independently and on own initiative with effective time 	<ul style="list-style-type: none"> Ability to facilitate groups to deliver parenting skills.

	<p>management.</p> <ul style="list-style-type: none"> • Able to work flexibly and respond to changing demands. • Genuinely care for the well-being of children, parents and families. • Proactive listening, communication and observation skills with groups and individuals in diverse contexts. • Strong organisational abilities and accurate record keeping skills. • A commitment to involving and empowering parents to support their children's education. • Excellent verbal and written communication skills. • Desire to continually develop on knowledge and skills base. • Excellent ICT skills. 	
Other	<ul style="list-style-type: none"> • Full clean driving license and own transport. • Willingness and availability to work flexibly over the week. 	