

## Job Description

Job Title
Pupil and Parent Support Advisor with no Line Management
Salary Range
7-10 (Grade D)
Line management responsibility
None
Base Location
School
Purpose of the role
To engage with parents/carers and families to provide early intervention, support and guidance to improve attendance and learning outcomes for pupils.
Key Accountabilities
<ul style="list-style-type: none"><li>• Develop and maintain effective contact and communications with parents/carers and families including home visits</li><li>• Work with a range of school staff to help plan strategies and interventions to address individual pupil issues</li><li>• To investigate concerns raised by parents, pupils and teachers</li><li>• Provide advice and guidance to families to reinforce their self-esteem and support pupil achievement</li><li>• Carry out relevant interventions with individual pupils or small groups</li><li>• Implement action plans with parents / carers and monitor and report on progress and achievements</li><li>• Signpost families to sources of advice and guidance</li><li>• Refer families to relevant organisations.</li><li>• Support school strategies to improve behaviour and attendance</li><li>• Work with external agencies, such as health professionals, Children's Centres</li><li>• Maintain pupil records and case files</li><li>• To collect, analyse and report on attendance data for the school every half term with particular focus on vulnerable groups.</li><li>• Undertake first day contact of parents/carers</li><li>• Support with the entrance of pupils into feeder schools</li><li>• Develop and deliver a programme of family-related activities to meet the needs of the school community</li><li>• Conduct early help assessments and develop family action plans</li><li>• Lead multi-agency meetings (with support initially)</li><li>• To be the first point of contact for vulnerable children</li></ul>

- To oversee and run various nurture and pastoral interventions to support children and families.

#### Knowledge and Experience

- Knowledge of the range of barriers to learning and attending school, faced by children and young people
- Knowledge and skills equivalent to a National Qualifications level 3
- Knowledge of CP and Saftte-gaurding procedures.

#### Personal Qualities

- Can effectively communicate with School staff, parents / carers and a range of external agencies, such as Health and Social Care.
- Will work within set guidelines, with the ability to use initiative when working with families / carers and responding to their queries or situations as they arise
- Is able to focus on the task in hand when working parents / carers and pupils, where work may be interrupted.
- Ability to manage caseloads, prioritise cases and work with vulnerable
- Can effectively manage emotionally demanding behaviours as a result of dealing with pupils and parents / carers individual circumstances.
- Tactful and discreet, with the ability to maintain confidentiality at all times.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

#### Expected outcomes

- Work with a range of School staff, parents / carers, and families to exchange information and provide support
- Work within set guidelines when working with individual families / carers.
- Implement action plans.
- Work with individual pupils, parents / carers and families to improve attendance, behaviour or performance.
- May demonstrate own duties to new or less experienced staff.
- Engage families to achieve positive outcomes
- May carry out home visits.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.