

December 2020

Parent Support Advisor Grade 3

Fixed term, in the first instance, until August 2021
Two Days per week 0.4

Required as soon as possible

We are looking to appoint a proactive person with a commitment to engaging families in a range of provision to improve outcomes for children.

Experience of working with children, particularly those with additional needs, is required, together with a secure understanding of child development.

The role will involve:

- Engaging and working empathetically with families to enable them to participate in early years provision and opportunities
- Working with SENCO to support children and families with SEND
- Working closely with other professionals e.g. CAT, EP to ensure families access and understand appointments
- Planning, promoting and delivering a variety of early year's sessions and programmes, including Stay and Play, Workshops e.g. Toilet Training, Weaning, Healthy Eating etc
- Attending appointments with families e.g. CDC as required
- To enable pupils to have full access to educational opportunities and assist in removing barriers to learning and participation.
- To work with parents / carers in an empowering and non-judgmental way to ensure they and their families get the most out of educational opportunities available
- To work within a preventative and early intervention ethos to provide personal support to parents and where needs are complex including, for example safeguarding or domestic abuse issues, signpost on to specialist services.

Key Responsibilities:

- Intervene to support parents of children with early signs of social, emotional, health or behavioural issues, working with them, school staff and relevant support agencies.
- In partnership with parents develop support groups/parenting classes as a means of addressing a range of parenting issues.
- Support parents and their children through key transitions including moving between schools/classes to ensure continual engagement with school and learning
- Promote good relations and clear communication between parents and teacher regarding children's progress.
- Ensure parents feel confident to engage with their child's learning by contributing to family learning opportunities at the school including joint parent/child activities and parent learning opportunities such as English for speakers of other languages (ESOL) and computer literacy classes.
- Support school staff in early identification and prevention of patterns of absence.
- To comprehensively record all relevant information on the relevant case record system, as required.
- To actively participate in any identified induction and ongoing training and to contribute to training events as required.
- Promote, adhere to and implement the City Council's Policies, including the Policy on Equality of Opportunity within the school/cluster.
- To carry out other duties within the spirit, scope and grade of the post.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

You will need to have a Level 3 qualification and current relevant experience in working with children and families.

Closing date: Friday 11th December 2020

To request an application form please email enquiry@bloomsbury.bham.sch.uk or telephone the school office on 0121 464 2034