

St Barnabas Multi Academy Trust

Job Description

Title	Parent Support Adviser (PSA)
Salary	Based on NJC F6 FTE £20,953 Actual £14,052 annual
Responsible to;	CEO, Headteacher, Heads of School
Line Manager	Headteacher, Heads of School
Responsible for;	Working directly with parents in a non-judgemental way empowering them and their families to get the most out of the educational opportunities available.
Role Summary	<p>Parental influences have a powerful effect on childrens' attitudes, achievements and life outcomes. The role of the PSA is to assist in tackling under-achievement by working in partnership with families, parents, carers and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation. A PSA will focus their work on preventative and early intervention activities and as a result will undertake duties alongside the school Designated Safeguarding Leads. They will work in a school cluster context where presenting needs are below the thresholds that trigger the involvement of specialist services and other agencies. Throughout this document, any reference to "parents" includes "carers".</p>
Core duties and responsibilities	<p>To liaise with academy staff, trust staff and local services to identify:</p> <ol style="list-style-type: none"> 1. Pupils at risk of disengagement 2. Hard to reach families 3. Vulnerable pupils and/or families <p>To provide unbiased information and support on:</p> <ol style="list-style-type: none"> 1. How parents can help their children to engage in school work 2. How parents can help their children to participate in extracurricular activities 3. Sustain attendance rates 4. Continual engagement with education through transitional periods 5. Signposting parents who have concerns about early signs of social, emotional and learning issues in their children to the appropriate services or agencies. <p>Be able to:</p>

	<ol style="list-style-type: none"> 1. Relate to young people and adults in an empathetic manner 2. Develop a rapport with pupils and their families 3. Deal with difficult situations and/or individuals in a calm, fair but effective manner 4. Deal with sensitive issues in a confidential manner 5. Manage discussions effectively and ensure desired outcomes are achieved 6. Communicate effectively - face to face, by telephone, in writing with all stakeholders 7. Liaise and work in partnership with and provide information to appropriate agencies including but not limited to: social services, SEN support, health and wellbeing, charitable organisations (providing services such as - Barnardos, Penhaligon Friends), housing including refuge, attendance, admissions and the police. 8. Write reports and letters relevant to issues for school attendance 9. Prioritise workload and work to deadlines 10. Demonstrate awareness and commitment to upholding equal opportunity policies 11. Support in the classroom when required 12. Maintain effective record keeping 13. Demonstrate computer literacy 14. Undertake relevant training
Recording	<p>To be able to:</p> <ol style="list-style-type: none"> 1. Deliver 1:1 support to parents and families at home to increase the parenting capacity of parents and carers in bringing up their children 2. Maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement 3. Maintain appropriate records and promote transfer of information for students 4. Act as a point of contact for access to services and programmes for support students 5. Provide continuity of support into more specialised services, when necessary and support parents who have received specialist support to embed their understanding into everyday parenting 6. Attend safeguarding meetings such as CAF/TAM/CP where needed

	7. Travel between schools within the designated school cluster
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