

Parent Support Advisor

Job Description

Post Title	Pastoral Lead
School	St Mary's Catholic Primary School, Bodmin
Salary and Grade	H1-H6
Line Manager(s)	Executive Headteacher and Deputy Head
Supervisory responsibility	Lead on TACs Support our vulnerable children including SEND pupils Lead on Trauma Informed School practice Monitor Attendance Safeguarding coordinator
Contract Type	Permanent 37 hours per week 39 weeks per year Pro rata

Job Purpose

- To develop good relationships with parents/carers of children at the school and encourage parental involvement in the school and its activities;
- To be proactive and inclusive in identifying needs, and support children and families with information, advice and guidance in parent-craft and children's upbringing. To prevent the risk of continued social/emotional behavioural problems leading to exclusion.
- To investigate concerns raised by parents, pupils and teachers as agreed by the Executive Headteacher.
- To provide counselling, one to one or small groups for those children identified with the greatest need that is adversely affecting their learning.
- Liaise with our Mental Health practitioner
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Job Description continued



Main Responsibilities

- Establish and foster good relationships with all parents/carers of children at the school. Encourage involvement of all parents in the school and its activities. Build relationships with new parents and assist in induction sessions.
- Lead on parenting workshops
- Promote the self-esteem of parents/carers, and help them communicate openly and provide good parenting. Discuss, when necessary, in a confidential manner, difficulties at home.
- Support inclusive practice, focus work on preventative and early intervention activities, and with vulnerable and 'yet to be reached' children and families.
- Give pastoral/counselling support to pupils in school as required.
- Participate fully in regular supervision sessions, staff appraisal and in-service training.
- Liaise with pupils' teacher and, if necessary, the school's SENCO, Headteacher, Child Protection Officer, Education Welfare Officer, or Behaviour Support Team (and other agencies) regarding issues that have arisen during the week and how to help and support the child and family move forward. Also to be involved with Common Assessment Framework (CAF) processes.
- Understand impact of good attendance for the child, monitoring on a weekly, monthly basis and prepare reports for governors.
- 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.
- Discuss with future secondary/past primary school (as appropriate and if necessary) the pupil's situation in a confidential manner to help the pupil progress.
- Actively promote the family support services provided.
- Keep effective records and provide data, as required, for school and local authority needs.
- Coordinate safeguarding training across the school.
- Lead on Trauma Informed schools practice and support others in the practice.
- Lead Team Around the Child meetings and ensure everyone is kept up to speed about changes for the child and family.
- Attend weekly SLT meetings, staff meetings and briefings.