

JOB DESCRIPTION

September 2015

SCHOOL:	Is this description a generic JD? Yes / No
GRADE: G6 SCP 15-18	JEM Reference No: 01803 Enhanced DBS Required? Yes
JOB TITLE: Parent Support Adviser	
REPORTS TO: Head Teacher	
1.	PURPOSE OF JOB: To support parents and families so that their children can achieve their best and to enable them to overcome any barriers to learning. To ensure the children attending the school are safe and well.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	Manage an agreed caseload, which includes vulnerable families or those with complex problems and may be expected to lead on the supervision of those families from the schools perspective. To include active management of attendance cases that cause concern and to implement the processes to bring about change. To prepare attendance cases to move towards legal action as required.
ii.	Research resources and services available for families in need or at risk, identifying and reporting any gaps in provision and support changes to school policies.
iii.	Undertake preventative work with families in order to reduce the need for escalation to social care by using early identification strategies and find alternative ways for them to become self-reliant.
iv.	Work with children, families and carers, to help them make informed decisions, enabling them to clarify and express their needs and contribute to the planning of their support in school and with other agencies.
v.	Maintain and update case notes and other records, in accordance with the local authority guidance on record keeping. Ensure a consistent method of recording is used in school.
vi.	To work within the policies, practices and procedures of the school to

	<p>prescribed standards and to adhere to the Local Authority guidelines.</p> <p>To have an extensive knowledge of all acts of legislation relating to Children and Young People and Education.</p>
vii.	<p>Undertake a range of care and safeguarding assessments in accordance with relevant statutory requirements, identifying risks, needs and options including self-directed support options.</p> <p>Ensure timely referrals are made when needed.</p>
viii	<p>To design and deliver training and staff development programmes and ensure a rolling programme in school is maintained in order for all staff to be up to date with current changes regarding Safeguarding in accordance with LCC policy</p>
3.	<p>MANAGEMENT OF PEOPLE</p> <p>None</p> <p>SUPERVISION OF PEOPLE</p> <p>Occasional mentor/ supervision of students and apprentices.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Ability to think laterally and creatively in order to meet the needs of a wide spectrum of cultural groups including supporting families, unplanned events arising and urgent interventions often needed.</p> <p>To be able to adapt and be flexible in planning casework and seek out alternative providers if needed.</p> <p>To create solutions to match needs quickly.</p> <p>To share effective strategies and structures with other schools within the Teaching school Alliance.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Liaise with colleagues in school and external agencies in order to gather information relevant to assessment and care planning activities. Contribute, co-operate and work in partnership with Children's Services and other authorities and professions involved in providing services.</p>

	<p>Providing advice, developing relationships, and advocacy on behalf of families.</p> <p>Working within a caseload, of families, assessing people's needs including any non-social care or school related needs such as health care or housing, together with any help or support required by caring relatives or friends.</p> <p>Be able to develop and foster a wide network of partnership agencies and work in cohesion with them in their requirements.</p> <p>Expected to be able to communicate effectively with Police, Health, Housing, RSL and Private Landlords, CAFCASS, Courts, Schools, Transport, Local Authority, admissions, SEN, Inclusion as well as teams within Children's services.</p>
6.	DECISIONS
	<p>a) Discretion</p> <p>Monitoring and reviewing the quality of support provided and making any necessary adjustments to provision.</p> <p>Working within an area with a wide range of choices and advice not always available, especially in school holidays.</p> <p>A large degree of autonomy, in managing and prioritising cases.</p> <p>Lead on TAC cases and guide decisions in relation to case outcome.</p> <p>Able to commit support and funding within limits.</p> <p>Attend all social care meetings on behalf of the school and offer guidance from the schools perspective.</p> <p>Judgment made on own safety when deciding where to visit.</p>

	<p>b) Consequences</p> <p>Matters are often complex or contentious and there is a need to identify and work with the potential for conflict.</p> <p>Nature of relationships - regularly involved in contentious and complex matters which can have significant implications including care of children and young people, their ongoing attendance at school and their engagement with other professionals.</p> <p>Decisions may impact on the reputation of the school and Lincolnshire Children's Services.</p> <p>To organise and manage workload within requirements of the post, including scheduling and prioritizing tasks.</p> <p>To identify and prioritise the needs of individuals and their families, with support when needed with their consent.</p> <p>To ensure the effective use of resources and to interpret policies and procedures and decide upon actions</p> <p>Death or serious injury of a child, if failure to make correct decision, or actions that would put a child at risk of harm.</p>
<p>7.</p>	<p>RESOURCES</p> <p>Lap top Mobile phone. Written notes and records. Keys to office and secure cabinet.</p>
<p>8.</p>	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>To be expected to manage a workload that is subject to frequent change on a daily basis or be difficult to predict i.e. urgent assessments/visits regularly interrupt the normal working pattern.</p> <p>There may be a requirement to work unsocial hours in order to meet the needs of the school and its families.</p> <p>Most of the out of hours work would be lone work and a policy is in place to cover this, it would be expected that this is strictly adhered to.</p>

	<p>b) Physical Demands</p> <p>Minimal.</p>
	<p>c) Working Conditions.</p> <p>Due to the nature of the work there will be at a substantial risk arising from the behaviour of families and carers which include a range of situations such as;</p> <p>Verbal and physical abuse.</p>
	<p>d) Work Context</p> <p>There will be some of the time working in circumstances, which may bring them into contact with disagreeable and difficult surroundings/conditions through dealings with potentially violent and or, abusive people and frequently visiting homes in the community.</p> <p>Potential exposure to illness or infection when visiting individuals' homes.</p>
<p>9.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>Interpersonal, verbal and written communication skills</p> <p>Assessment skills</p> <p>Team working skills</p> <p>Lone working skills.</p> <p>Ability to co-ordinate the review of support provision against identified needs</p> <p>Risk assessment</p> <p>Ability to secure change in practice through constructively challenging individuals and services</p> <p>Ability to empower parents and carer's</p> <p>Comprehensive knowledge of the benefits system.</p> <p>Able to lead and chair meetings.</p> <p>Experience of social care process.</p> <p>Understanding of the needs and difficulties facing children with disabilities and the be able to use the ESCO process, working as Non designated Key worker</p>

	<p>if asked by the family.</p> <p>Ability to keep the child at the heart of the work and respect the role of the parent by working in a non-judgmental way.</p> <p>Liaise with the SENDCo and other additional needs staff.</p> <p>To be able to ensure the needs of all EAL families are fully met wherever possible and their cultural needs respected.</p> <p>To contribute to the ethos of the school and support its impact on the local community.</p>
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p> <p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>	