



## Job Description

### Parent and Family Support Adviser (PFSA)

<b>Reporting to</b>	Wessex Learning Trust Director of Safeguarding and Personal Development
<b>Salary/Grade</b>	Grade 12 (Points 12-19)

<b>Purpose</b>	<p>Provide advice and guidance to families and learners in time limited monitored interventions to encourage their involvement in the school and community environment and thereby encouraging positive participation of our learners to improve their learning opportunities and outcomes.</p> <p>The PFSA will explore circumstances that are contributing or causing learners to be unable to make best use of their time at school and develop, assess, and review intervention to help around this. This may be including multi professional collaboration and direction.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Liaise directly with the Director of Safeguarding and Personal Development to establish workload.</li><li>• Explore the learner's circumstances and other indicators of concern to establish the reason behind them which hinder learning. Provide advice and guidance and share information on the likely cause, as well as determine and implement solutions to improve attendance and areas of concerns.</li><li>• To add to or undertake Early Help Assessments and identify barriers to learning by advising and working with parents/carers to find the most appropriate way to address and resolve any issues by liaising between home and the Trust, thereby providing effective engagement, and a direct line of communication.</li><li>• Make holistic assessments and work with learners and their families to devise action plans linked to assessed individual needs, which in agreement with the family could involve visiting home to empower families to make the best use of their own resources and support learner achievement. Monitor and record on the provided system and review the effectiveness of these action plans and suggest amendments that should be considered to provide further assistance to the families. Involve other agencies to enable access to a wide range of services and opportunities.</li><li>• Identify likely consequences of actions not being completed and alternative courses of action by the school and/or other agencies.</li><li>• Identify the overall requirement of family or parental skills support and support the areas of assistance and interventions available.</li><li>• Support reintegration of learners, or those at risk of becoming excluded on the consequences of a continuance of current behaviours and identify approaches to changing behavioural patterns.</li><li>• If required, facilitate the planning, delivery, monitoring, evaluation, and review of any community opportunities to enhance the wellbeing of the learner and family, researching funding opportunities and collaborative opportunities.</li><li>• Provide appropriate advice and guidance to schools within the trust, e.g. on trends, and possible causes identified by the pooling of information from a variety of other</li></ul>

**Key Responsibilities**

agencies and workers and its possible impact in specific areas which will have impact on vulnerable families and school attendance.

- Identify and ensure consistency of application of advice and guidance to families to encourage involvement into the school environment and encourage further participation, including specific interventions with those families who may be at risk of lapsing into the area of difficulty.
- Ensure excellent communication with all stakeholders.
- Contribute to the transition work ensuring integration of learners and families into the Trust from other local provision and feeder schools, ensuring a consistency of approach and treatment and reinforcing the expectations of the Trust.
- Identify and support the community around the schools to give an overview of local resource requirements and help develop local provision.
- Develop and produce promotional information, e.g. co-ordinating the production of information specifically aimed at families who are experiencing difficulties and pro-actively gather information about local services for families in the area and provide a signposting service for parents/carers and others.
- All work should be solution focused and time limited. The postholder must have excellent time management and the ability to work with competing deadlines and changing demands and deliver services in a creative and non-stigmatising way.
- Monitor and review the effectiveness of intervention strategies, reporting your evidence to the Safeguarding and Education Welfare Lead.
- Build relationships and work with a variety of professionals to ensure their service delivery is part of co-ordinated and cohesive service to children, young people and their families as directed by the Trust.
- Work occasionally outside office hours and thereby adhere to health and safety working procedures (i.e., lone working). The postholder will occasionally be required to work flexibly.
- Ensure that Trust wide programmes such as the mentoring programme are run effectively and in line with trust policies.

**Supporting Processes**

- The postholder will be required to make home visits, and on occasions transport clients. A valid driving licence, relevant insurance and access to a vehicle is required. The post holder will need to have transport. Business mileage will be paid from your work base.
- Work occasionally outside office hours and thereby adhere to health and safety working procedures (i.e. lone working). It is important to note that some working flexibility will be required to fully engage with parents.
- The postholder will be self-motivated and take responsibility for decisions and work independently in a focused and time centered way. They will be required to attend multi agency meetings where they may need to contribute verbally or produce written reports.

**Additional duties and Information**

- Contributing to the overall ethos/work/aims of the Trust, appreciating and supporting the role of other professionals.
- Participating in training and other learning activities and performance development, as required.
- Undertake additional duties commensurate with the grade as directed by your line manager.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress.
- Attending relevant meetings, as required.
- This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

**The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.**

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### Person Specification

	Essential (E) Desirable (D)
<b>QUALIFICATIONS</b>	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development, or training	D
A commitment to continuing professional development	E
<b>EXPERIENCE</b>	
Broad range of knowledge within safeguarding, child development and behaviours	E
Experience of working in education, children's social care or similar environment	E
Good understanding of the education sector	D
Experience of working with a range of partners and stakeholders	E
Experience of writing, contributing, and reviewing of relevant documentation	E
Experience of holistic practices within family settings with positive outcomes	E
<b>SKILLS</b>	
Excellent verbal and written communication skills	E
Ability to use initiative and prioritise work	E
Strong interpersonal skills	E
Strong IT skills, including MS Office	D
Flexible and adaptable within a fast-paced, changing environment	E
Excellent time management and skilled at working under pressure to meet deadlines	E
Confidence in assessing family and learner need and instigating multi-agency collaboration	E
<b>PERSONAL QUALITIES</b>	
High professional and personal standards	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Commitment to maintaining confidentiality at all times	E
Demonstrate experience of building excellent working and professional relationships	D
Good sense of humor	E
<b>OTHER</b>	
Comply with safer recruitment checks including enhanced DBS	E
Full driving license	E
A commitment to supporting the Trust's agenda for safeguarding and to promoting the welfare of all young people	E

<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	