

# Parent Support Advisor



The Stour Academy Trust

Job Description

# Introduction

***The Stour Academy Trust puts the needs of children at the heart of our decision making – children come first.***

Established in 2012, The Stour Academy Trust are a primary school sector only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

## **Core Purpose:**

The Trust's ultimate goal is to improve outcomes for children. Therefore, we develop highly skilled back-office teams, using the latest technology, to support the teaching and learning team so they are free to focus on the core task of teaching, to ensure the best outcomes for all children

## **Values:**

We value children's well-being and their education above all else. We put the needs of children at the heart of our decision making – children come first.

## **What drives us?**

We have a moral obligation to provide children with the highest standard of teaching and learning.

Leading with a strong vision and clear direction gives our Trust a tremendous opportunity to build on our strengths, become more distinctive and in an ever-changing environment, remain relevant and strong.

The Trust prides itself on the ability to build effective teams which go on to support collaborative approaches to working at all levels, encouraging openness and sharing of ideas. As a Trust we have established a supportive ethos across the MAT promoting a culture of common accountability among all employees. We are not afraid to move out of our comfort zone and our pro-active 'can-do' philosophy seeks out solutions to overcome barriers with a sense of urgency. The Trust staffing structure focuses on high standards throughout the establishment, ensuring succession planning at all levels of leadership and within our outstanding teams.



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**Post:** Parent Support Advisor

**Reports to:** Head Teacher

**Liaising with:** Parents, pupils, teachers, PSAs, Trust  
Safeguarding Lead

**Purpose:**

To engage with parents/carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils. To assess, implement and monitor action plans to support individual students. To liaise with, and undertake referrals to other agencies as appropriate. The role will also cover the front office, as and when required, supporting admin duties and attendance.

**Specific Responsibilities:**

- Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication.
- To promote a positive ethos of The Stour Academy Trust.
- Liaise with teachers and encourage effective dialogue between parents / carers and teachers regarding their child's progress.
- Provide advice and guidance to parents / carers to reinforce their self-esteem and ability to provide good parenting.
- Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
- To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this.
- To undertake assessments, develop and monitor action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning.
- Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school – including liaising with other agencies to plan and develop family related activities.
- To signpost families to sources of advice and undertake referrals to other agencies as appropriate as directed by the Head teacher.
- To develop and promote partnerships with other agencies to ensure pupils and families are able to access appropriate supports.

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### **Specific Responsibilities:**

- To support individual students and their families following exclusion from school to ensure appropriate strategies are in place to assist their reintegration to the school.
- Produce written reports and maintain accurate records to ensure that informed decisions are made regarding the child's welfare.
- Share information with colleagues as appropriate and refer on as required.
- Liaise with the school's designated safeguarding lead to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity.
- To supervise and facilitate supervision / team meetings for other staff undertaking parent support advisor duties.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Cover the front office and support the admin team in the front office as required

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**



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