

# **SHEERNESS WEST FEDERATION**

## **JOB DESCRIPTION**



<b>JOB TITLE:</b>	<b>Pupil &amp; Parent Support Worker</b>
<b>REPORTING TO:</b>	<b>Family Liaison Officer/Wellbeing Lead</b>
<b>GRADE:</b>	<b>KSC</b>
<b>HOURS/WEEKS:</b>	<b>37 hours per week – 39 weeks per year</b>
<b>SITE:</b>	<b>West Minster Primary School</b>

### **Purpose of the Job:**

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.

### **Key duties and responsibilities:**

1. Establish and foster good relationships with parents / carers of children at the school and encourage good home / school communication
2. Provide advice and guidance to parents / carers to reinforce their self-esteem and ability to provide good parenting
3. Share information on practical childcare and parenting skills; including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
4. Under the direction of the Family Liaison Officer, as appropriate, to work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measures to address this.
5. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
6. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
7. Liaise with the Family Liaison Office to support them in ensuring that the child's welfare is paramount and any necessary action is taken at the earliest

opportunity.

8. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
9. To support and engage in directed activities to promote the pupil's SEMH (Social, Emotional and Mental Health) and Wellbeing.

## Person Specification: Pupil & Parent Support Worker

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Knowledge and skills equivalent to national qualifications level 3
<b>EXPERIENCE</b>	Previous experience of working with children and families in the public, private or voluntary sector  Experience of facilitating groups
<b>SKILLS AND ABILITIES</b>	Excellent communication, listening and observation skills  Ability to deal with difficult/sensitive situations  Ability to manage confidential information  Organisational abilities and accurate record keeping skills  Ability to facilitate parenting skills  Good inter-personal skills
<b>KNOWLEDGE</b>	Sound knowledge and understanding of child growth and development  Knowledge of the parenting needs of children  Knowledge of barriers to learning  Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting