



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



PARENT SUPPORT ADVISOR

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Parent Support Advisor

Reporting to: Headteacher and Senior Leadership

Job Purpose: To work in partnership with children, their families and external agencies to support the well-being, mental health and safeguarding of pupils in order to improve outcomes for all children.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

1. To work in partnership and offer non-judgemental support to families, parents/carers, pupils, school staff and other agencies.
2. To encourage and assist parents/carers to develop a positive relationship with the school and maintain effective working relationships.
3. Support parents/carers in sustaining and developing their parenting skills, encouraging them to access parenting programmes where appropriate.
4. Offer early intervention and preventive support to parents, carers and pupils.
5. Provide assessments of child and family in order to support development both in school and in the community including Home Assessment and Common Assessment Framework.
6. Work with children on social interaction skills, risky and emotional behaviour, and to support and promote engagement. Promote emotional Publishing via planned intervention with pupils and their parents/carers.

JOB DESCRIPTION

7. Provide an inclusive specialist service by supporting vulnerable pupils across all key stages, including those with SEND, providing emotional support and guidance and develop trust and security for the families.
8. Undertake both group work and regular one to one sessions with pupils and families to develop and enhance parenting skills and build relationships using evidence based models of intervention.
9. Support school policies on behaviour and anti-bullying strategies.
10. Help the school raise levels of attendance and punctuality by working with families to ascertain the causes of the absences and implement plans to resolve the situation.
11. Act as the first point of contact for parents and students when personal matters affect learning and establish rapport and respectful trusting relationships with students, their families and external agencies.
12. To diligently carry out Safeguarding duties as a deputy safeguarding lead.
13. To work in partnership with the Local Authority and other agencies.
14. To signpost and ensure children and families receive appropriate multi agency support.
15. To support young people and families at key transitional stages with the skills needed to progress with confidence.
16. To ensure the maintenance of accurate and up to date information on the management information systems and make use of analysis and evaluate performance data provided to take appropriate action.
17. Attend meetings as directed and report back to senior leaders. Liaise and work closely with statutory and voluntary agencies.
18. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
19. To carry out your duties with full regard to the Trust Equality Policy.
20. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
21. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
22. Any other duties of a similar nature related to the post which may be required from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
KNOWLEDGE & SKILLS	E1	Knowledge of Children's Act and how it relates to Parent Support Advisers	AF, C
	E2	Knowledge of engagement techniques	AF, C
	E3	Knowledge of parenting skills	AF, I
	E4	An understanding of social and emotional factors that could affect a child	AF, I
EXPERIENCE & KNOWLEDGE	E5	Experience of working with young people and families	AF, I, R
	E6	Experience of multi-agency working	AF, I, R
OCCUPATIONAL SKILLS	E7	Ability to produce quality reports	AF, I, R
	E8	Ability to record interventions and write reports	AF, I, R
	E9	Good presentation skills	AF, I, R
	E10	Assessment skills with families	AF, I, R
	E11	Ability to assimilate new initiatives, technology and software and interpret information	AF, I, R
	E12	Influencing and negotiating skills	AF, I, R
	E13	Good time management skills and ability to organise own case-load	AF, I, R
	E14	Good interpersonal skills and the ability to engage constructively with a range of people	AF, I, R
	E15	Ability to make decisions within own area of responsibility	AF, I, R
	E16	Effectively identifies workable solutions	AF, I, R
	E17	Communicates effectively in writing, using existing documents, formats and styles	AF, I, R
	E18	Commitment to safeguarding and promoting the welfare of children and young people	AF, I, R
	E19	Calm and measured approach to dealing with conflict	AF, I, R
	E20	Appropriate use of personal authority	AF, I, R
	E21	Recognition of appropriate personal and professional boundaries	AF, I, R
	E22	Ability to work as an effective team member	AF, I, R

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
OCCUPATIONAL SKILLS	E23	Proven effective interpersonal skills	AF, C
	E24	Positive approach to inter-agency working	AF, C
	E25	Strong negotiation and mediation skills	AF, I
	E26	ICT Skills	AF, C
QUALIFICATIONS	E27	Relevant Level 3 qualification	AF
	E28	Willingness to undertake relevant training to facilitate parenting courses	AF, I
SPECIAL REQUIREMENTS	E29	Full driving licence and access to own transport	AF, I
	E30	Flexible approach to working outside office hours when required	AF, I, R
	E31	Positive motivation for working with children, young people and their families	AF, I, R

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
KNOWLEDGE & SKILLS	D1	Education legislation relating to children and families, school admissions and exclusions	AF, I, R
	D2	Knowledge and understanding of substance misuse	AF, I
	D3	Knowledge of available support services	AF, I
	D4	Knowledge of referral procedures	AF, I, R
EXPERIENCE	D5	Experience of working in an educational or social care setting	AF, I, R
	D6	Experience of social work in an educational setting or experience of working with vulnerable children	AF, I, R
	D7	Experience of multi-disciplinary approach to problem solving	AF, I, R
	D8	Experience of supporting families	AF, I, R
	D9	Experience of working with children with challenging behaviour	AF, I, R
	D10	Experience of delivering individual and group based support and training including facilitation	AF, I, R

Key – Stage identified

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



BISHOP HOGARTH

We are
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Thank you for your interest in our vacancy



www.bhcet.org.uk



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