Horizons Specialist Academy Trust
Providing infinite opportunities

JOB DESCRIPTION

Post Title: Parent Support Adviser & Deputy Designated Safeguarding Lead

Responsible to: Trust EHA and Safeguarding Lead

Job Purpose

To work in partnership with parents and carers of Horizons Specialist Academy Trust to improve children and young people's outcomes by assisting parents and carers in developing their parenting skills and knowledge.
To take a lead role in identifying pupils and students who are vulnerable or at risk and to work in partnership with senior staff in developing effective strategies through the Family Help and Early Intervention process.
To assist in tackling underachievement by working with families, parents, carers, pupils and students to have full access to educational opportunities and overcome barriers to learning and participation.

Duties & Responsibilities

1 To take the lead in developing and delivering early intervention and preventative initiatives to parents and carers and their child or young person across the Trust.

2 To provide a one-on-one home based support service to parents and carers that have been identified as requiring additional parenting support in order to promote their child or young person's physical, social and emotional development.

3 To provide support packages which may include group work or individual work with parents and carers and encourage good relations and effective dialogue between parents, carers and teachers about their child or young person's progress.

4 To contribute to raising achievement by improving pupil attendance and take a lead role when assisting the school to meet its obligations and targets in relation to whole school attendance.

5 To develop and monitor school policies, systems and strategies on attendance, including the sharing of information on a whole school basis.

6 To work with the LA in cases of prosecution (including fast track prosecution) of parents/carers who fail to ensure their child attends school regularly.

7 To establish the reason for non - attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.

8 To work alongside a range of key partners in a positive and proactive manner to ensure the needs of the families remain as a central priority and focus.

9 To ensure the views of parents and carers and their child or young person are

taken into account in the planning and implementation of support packages.

10 To promote access to a range other services and provisions and to promote partnership working with the academies in the Trust.

11 To support senior leaders by contributing to the assessment and application of relevant initiatives and school awards. (LPPA, Rights Respecting School award etc..)

12 To maintain records and documentation regarding work undertaken and to update key professionals on a timely basis.

13 To work in co-ordination with the academies and other services to ensure parents and carers are supported through key transitions periods.

14 To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

15 To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Trust's Health and Safety Rules and Legislative requirements.

16 To take a lead role in the Family Help and Early Intervention process in liaison with appropriate senior staff and Safeguarding Leads at each academy in the Trust.

17 To take the Lead Professional role for Child Protection, Child In Need and Early Help cases, in liaison with appropriate senior staff and Safeguarding Leads at each academy in the Trust.

18 Undertake a deputy designated safeguarding lead role within the academy. Supporting the trust lead, senior leaders and academy designated lead in in delivering safeguarding and ensuring that Trust policies are embedded and all aspects of practice meet statutory requirements.

19 To be a source of expert safeguarding advice within the academy and the first point of contact when significant issues arise.

20 To contribute to effective multi-agency information sharing in accordance with safeguarding legislation, Working Together to Safeguard Children and local partnership arrangements.

21 To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

The post holder may be required to work flexible hours including occasional evenings and weekends to suit operational activities of the post.
This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

I accept this job description as an accurate record of the duties and responsibilities of this post.

Signed ..... Date .....

PERSON SPECIFICATION

Qualifications

Essential
5 GCSEs at Grade A to C, including Maths and English
NVQ level 3 or equivalent qualification in health, education or social/child care

Skills and Abilities

Essential
Excellent organisational and interpersonal skills
Excellent written and communication skills
Ability to work to deadlines
Ability to motivate and support others
Ability to use initiative in dealing with challenging situations

Experience

Essential
Experience working with parents/carers and families
Partnership working
Group and one to one work
Experience of working with children with special needs
Experience of working with children with challenging behaviour

Desirable
Experience of working with Local Authority officers
Experience of working in different school environments

Knowledge

Essential
Knowledge of child protection process
Child/ Young People development knowledge
Knowledge of Common Assessment Framework processes

Desirable
Knowledge of Parenting Support Packages
Knowledge of local area and community

Personal Factors

Essential
Self motivating
Pleasant and smart appearance