

PERSON SPECIFICATION

Post Title: Parent Support Adviser

Post Ref:

Grade:

Responsible to: Head Teacher

Qualifications

Essential

- NVQ level 3 or equivalent qualification in health, education or social/child care, or appropriate direct work experience, preferably in a School environment.
- Qualifications at GCSE level or equivalent in Maths and English

Desirable

- Educated to degree level

Skills and Abilities

Essential

- Excellent organisational and interpersonal skills
- Excellent written and communication skills
- Ability to work to deadlines
- Ability to motivate and support pupils and parents
- Ability to keep records of work
- Ability to organise meetings with parents and outside agencies, take minutes and file appropriately

Experience

Essential

- Experience working with parents/carers and families
- Partnership working with outside agencies – social worker, police, school nurse
- Group and one to one work with parents and pupils

Desirable

- Experience of working with children with special needs
- Experience of working with children with challenging behaviour
- Experience of working with children with social and emotional needs

Knowledge

Essential

- Secure knowledge of child protection procedures
- Secure knowledge of the school's behaviour, child protection and attendance policies
- Child/ Young People development knowledge
- Excellent knowledge of local area and community

Desirable

- Secure Knowledge of Parenting Support Packages

Personal Factors

Essential

- Self-motivating
- To have an approachable manner
- Ability to use a calm approach during meetings with difficult parents
- Pleasant and smart appearance