

# Job Description

## Parent Support Advisor



# Our Vision



The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21<sup>st</sup> century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others.

Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

# Parent Support Advisor

**Reports to:** Headteacher

## Main Purpose of the Role

The Parent Support Advisor (PSA) will work in close partnership with parents, carers, school staff and external agencies to improve outcomes for pupils by strengthening family engagement, attendance, wellbeing and learning. The post holder will provide early intervention and targeted support to families experiencing barriers to their child's education, helping parents and carers to build confidence, develop skills and access appropriate services.

As part of this role, the Parent Support Advisor will also carry out duties as a Designated Safeguarding Lead (DSL), taking a responsibility for safeguarding and child protection within the school. This includes ensuring that safeguarding policies and procedures are implemented consistently, concerns are identified and acted upon promptly, and that the welfare of pupils is at the centre of all decisions.

## Key Responsibilities and Duties

- Act as a key point of contact for parents and carers, providing advice, guidance and practical support to address issues affecting children's attendance, behaviour, wellbeing or learning.
- Develop strong, trusting relationships with parents and carers through regular communication, meetings and, where appropriate, home visits.
- Identify families requiring early help or targeted intervention and work collaboratively with school staff to plan and deliver bespoke support.
- Support parents and carers to engage positively with the school, encouraging participation in meetings, workshops and school activities.
- Promote and support good attendance and punctuality, working with families to address underlying causes and contributing to the school's attendance strategies.
- Provide advice and guidance on topics such as routines, behaviour management, emotional wellbeing, transition points and supporting learning at home.
- Signpost and refer families to appropriate internal and external services, maintaining effective communication with partner agencies to ensure coordinated support.
- Deliver or support group-based or individual support programmes, workshops or courses for parents and carers in response to identified needs.
- Fulfil duties as a Designated Safeguarding Lead, taking responsibility for child protection and safeguarding matters in line with statutory guidance and school policy.
- Act as one of the main points of contact within the school for safeguarding concerns, providing advice and support to staff on child protection issues.
- Identify, assess and respond appropriately to safeguarding concerns, alongside the other DSLs, ensuring timely referrals to children's social care, early help services or other relevant agencies.
- Maintain accurate, confidential and up-to-date safeguarding records, ensuring information is stored and shared appropriately and securely.

- Work closely with parents, carers and external professionals to support children who are subject to safeguarding or child protection processes.
- Attend and contribute to multi-agency meetings, case conferences and reviews as required, representing the school and advocating for the child's best interests.
- Support the development, implementation and review of the school's safeguarding and child protection policies and procedures.
- Promote a strong safeguarding culture across the school, ensuring that the welfare of children is central to all aspects of school life.
- Support staff understanding of safeguarding procedures, including contributing to training, guidance and updates as directed by senior leaders.
- Work collaboratively with the Headteacher, senior leadership team and wider staff to support the school's pastoral, inclusion and safeguarding aims.
- Monitor and evaluate the impact of family and safeguarding support, contributing to reports and reviews for school leaders where required.
- Uphold confidentiality, professionalism and data protection at all times.
- Promote equality, inclusion and respect in all aspects of the role, supporting families from diverse backgrounds and circumstances.

**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.**



**The Stour Academy Trust**