



PARENT AND FAMILY SUPPORT ADVISOR (PFSA)

Grade 12

18 Hours Per Week (Term Time Only *)

Accountable to: Mrs Ali Gray, Inclusion Leader (Line Manager)

(*Occasional non-term time hours by prior agreement)

Main Duties and Responsibilities (Job Description) Person Specification attached.

- To work with pupils, families, and staff to provide early intervention, support, and advice, helping to overcome barriers to learning and promote positive outcomes for children and families.
- To build effective relationships with families, supporting engagement in school life and the wider community.
- Provide advice and guidance to families and students with known issues as directed by the line manager.
- To support families where there is poor attendance. This will include identifying needs or patterns of behaviour.
- Undertake Early Help Assessments and advising and working with parents/carers support appropriately.
- Undertake the role of Lead Professional where appropriate and facilitate appropriate meetings.
- Support families and make applications to the neuro development pathway at the request of the line manager.

Key Responsibilities

- Provide one-to-one and group support to pupils and families, identifying needs and putting appropriate support in place.
- Work collaboratively with school staff, external agencies, and other professionals to secure the best outcomes for children.
- Deliver workshops, parenting programmes, and information sessions for parents and carers.
- Support attendance, punctuality, and engagement with learning, identifying and addressing barriers.
- Signpost families to relevant external services and support networks.
- Maintain accurate records and contribute to reports, meetings, and reviews.
- Support safeguarding procedures and promote the welfare of children at all times.
- Complete paperwork inline with requirements such as Neurodevelopmental Pathways and Early Help Assessments.
- Make presentations to groups of parents including delivering parenting workshops.
- Publicise and promote the work of the school pastoral services through active local engagement, effective consultation and ensuring all events are well planned and organised.
- Provide appropriate advice, guidance to the schools Senior Leadership Team and Governing body e.g. on trends, and possible causes identified.
- To pro-actively gather information about local services for families in the area and provide a signposting service for parents/carers and others
- Where appropriate to set up, provide and deliver new initiatives, to support parents/carers

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

Person Specification

Professional Qualities

Qualifications and Training

- Relevant qualification in education, social work, family support, or a related field, or school experience (Level 3 or above desirable)
- Evidence of continued professional development

Experience

- Experience working with children, families, and/or within an educational setting
- Experience of supporting vulnerable pupils and families
- Experience of multi-agency working

Skills and Knowledge

- Understanding of the issues affecting children and families, including safeguarding
- Good knowledge of local support services and agencies
- Strong interpersonal and communication skills
- Ability to build trust and maintain professional boundaries
- Effective record-keeping and IT skills

Personal Qualities

- Compassionate, patient, and supportive approach
- Ability to maintain confidentiality at all times
- Able to work independently and as part of a team
- Commitment to upholding the ethos and values of Oaklands Primary School

Safeguarding

Oaklands Primary School is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks.

Oaklands Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Full name of Post Holder: _____

Signed: _____ **(Employee)** **Date:** _____

Signed: _____ **(Headteacher/Line Manager)** **Date:** _____