

## **Parent Support Worker**

### **Job Description**

**Grade: GRB** - *Subject to Job Evaluation*

#### **1. Job Purpose**

- 1.1 To address pupil underachievement by working in partnership with parents carers and children.
- 1.2 To enable pupils to have full access to educational opportunities and assist in removing barriers to learning and participation.
- 1.3 To work with parents / carers in an empowering and non-judgmental way to ensure they and their families get the most out of educational opportunities available
- 1.4 To work within a preventative and early intervention ethos to provide personal support to parents and where needs are complex including, for example safeguarding or domestic abuse issues, signpost on to specialist services.
- 1.5 To promote the development of extended provision and in particular its links with consistent quality parenting support in accordance with the Birmingham Parenting Support Strategy

#### **2. Key Responsibilities**

- 2.1 Promote high quality authoritative (not authoritarian) parenting at home including encouraging parent-child interaction
- 2.2 Intervene to support parents of children with early signs of social, emotional, health or behavioural issues, working with them, school staff and relevant support agencies.
- 2.3 Provide impartial information to parents about the school and relevant in school and wider local services
- 2.4 In liaison with teachers and learning mentors in direct contact with children experiencing difficulties ensure the voice of the child is conveyed to parents and school staff. On occasion direct contact with children by the PSA may be appropriate
- 2.5 In partnership with parents develop support groups/parenting classes as a means of addressing a range of parenting issues.
- 2.6 Support parents and their children through key transitions including moving between schools/classes to ensure continual engagement with school and learning
- 2.7 Promote good relations and clear communication between parents and teacher regarding children's progress.
- 2.8 Ensure parents feel confident to engage with their child's learning by contributing to family learning opportunities at the school including joint parent/child activities and parent learning opportunities such as English

for speakers of other languages (ESOL) and computer literacy classes.

- 2.9 Support Education Welfare Officers and school staff in early identification and prevention of patterns of absence.
- 2.10 Work closely with Education Welfare Officers and other staff involved in school attendance to develop and carry out plan of action for pupils.
- 2.11 To comprehensively record all relevant information on the relevant case record system, as required.
- 2.12 Embed use of CAF process in the identification and referral of case.
- 2.13 To participate in the gathering of information and performance data to support the schools, clusters and the Parenting Support Strategy.
- 2.14 To actively participate in any identified induction and ongoing training and to contribute to training events as required.
- 2.15 Promote, adhere to and implement the City Council's Policies, including the Policy on Equality of Opportunity within the school/cluster.
- 2.16 To carry out other duties within the spirit, scope and grade of the post.
- 2.17 To adhere to the ethos of the school
  - 2.17.1 To promote the agreed vision and aims of the school
  - 2.17.2 To set an example of personal integrity and professionalism
  - 2.17.3 Attendance at appropriate staff meetings and parents evenings
- 2.18 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**3. Supervision Received**

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

**4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

**5. Special Conditions**

- 5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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<b>Criteria</b>	<b>Essential</b>	<b>MOA</b>
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> <b>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

**Safeguarding**

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***