



HOTSPUR PRIMARY SCHOOL
FAMILY SUPPORT ADVISOR - JOB DESCRIPTION



- POST TITLE:** Family Support Advisor
- GRADE:** N5
- RESPONSIBLE TO:** Headteacher and Governing Body through the Learning & Equalities Champion and Leader of Extended Services
- JOB PURPOSE:** To focus work on preventative and early intervention activities for families and children aged 0-11. To facilitate understanding between parents/carers and staff about the needs of children and young people.
- MAIN DUTIES:** The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.
- To work with parent/carers to support their engagement in their child's learning and development where presenting needs are below the thresholds that trigger the involvement of specialist services and other agencies.
 - To facilitate access to a programme of activities to engage families to offer support for times known to put additional strain on parenting in order to meet these needs both at home and at school.
 - To identify with parent/carers reasons for their children's non-attendance, and work with them and others to achieve regular attendance.
 - To work in partnership with the Community Family Hub East Team to provide integrated support for families and children from birth in order to improve outcomes for young children.
 - To support the Early Help agenda within school and, where appropriate, act as Lead Professional in Early Help plans for identified individuals.
 - To be knowledgeable about and work closely with the existing support available to parent/carers and school staff within a locality area in order to signpost any of these individuals to relevant agencies for advice and guidance as soon as possible.
 - To identify targeted support needed for parents identified as belonging to groups likely to have particular needs such as BME, asylum seekers etc.
 - To deliver and further develop our school holiday provision; providing our children and their families with positive experiences and support during these times.
 - To contribute to the gathering of feedback, evaluations, data collection that shows the impact of parenting support work on all parents and, in particular, those who are traditionally less visible in parenting support services.
 - To promote and implement the schools Equality Policy in all aspects of employment and service delivery.
 - The postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.