



JOB TITLE: Family Adviser Early Years

Grade: Scale 6 plus SEN allowance

RESPONSIBLE TO: Assistant Headteacher EYFS

STATEMENT OF PURPOSE:

- To develop good relationships with parents/carers of children in Early Years Centre at Manor Green School.
- To encourage parental involvement in Early Years and its activities.
- To be proactive in identifying needs in order to support children and families with information, advice and guidance.
- To respond to requests from staff and parents.
- To signpost staff and parents to the relevant information or professionals.
- To develop and run effective parent coffee mornings and training sessions.

Main Duties and responsibilities:

- Establish and foster good relationships with all parents/carers of children in the Early Years department.
- Encourage involvement of all parents in the Early Years department and its activities
- Build relationships with new parents and assist in induction sessions.
- Assist the transitions of new pupils into Early Years.
- Develop opportunities for parents to visit Early Years, including coffee mornings, stay and play sessions, and information/training sessions.
- Promote the self-esteem of parents/carers, and help them communicate openly and provide support to enable effective parenting. Discuss, when necessary, in a sensitive manner, difficulties at home.
- To provide support to students' general welfare, including feeding, toileting and changing their clothes as instructed to ensure they are clean, tidy and comfortable.
- To be familiar with students' care plans and provide care, encouragement and maintain dignity.
- Support inclusive practice, focus work on preventative and early intervention strategies, and with vulnerable and 'yet to be reached' children and families.

Liaise with :

- Assistant Headteacher
- Teachers / Specialist staff

- Headteacher
- Designated Safeguarding Lead
- Education Welfare Officer
- Medical /nursing/ therapy services

- Work with and alongside the Family Advisor for the main school site.
- Work alongside school staff and parents in order to help introduce school systems into the home and to develop systems to support parents at home.
- Maintain accurate records of relevant meetings.
- Implement and monitor progress of actions, working with parents/carers to make adjustments to support their child as necessary.
- Understand impact of good attendance for the child.
- Share information on practical childcare and parenting skills – organise and facilitate training and events for parents.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of, and share, services that parents might be signposted to, e.g. out of school activities, benefits, charities etc.
- Actively promote the family support services provided by Children's Services, Social Care, Disabled Children's Team and neighbouring LA partners, etc.
- Keep effective records and provide data, as required, for school and local authority needs.
- Complete referral forms to request services.
- Support parents in making requests for support and equipment.
- Participate fully in regular supervision sessions, staff appraisal and in-service training.
- Provide support in the home to enhance parenting skills.
- Follow the lone working policy.
- Provide home visits to support parents in all matters connected to their child's disability.
- To provide cover in class for sickness absence of support staff.

General

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.
- Retain confidentiality about all aspects of school life.
- Collect pupils and take to and from transport and support the greeting routines, register, morning break and lunch arrangements. Prepare pupils and activities for transition during the day.
- Maintain Health & Safety standards and a high level of hygiene.
- Attend in-service training days and afterschool training (i.e. twilights).
- Contribute to staff training as and when appropriate.
- Raise areas of individual staff development through your line manager. Including Performance Management.
- Work with-in a multi-professional team.
- Be willing to work in any part of the school with pupils of all ages and abilities.
- Be aware of your email address and regularly check emails.

- Undertake related duties as requested by the Headteacher, within the spirit and scope of this job description.

Working with Special Educational Needs pupils requires a particular understanding and appreciation of the individual needs, such as physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of such children is often extremely challenging and is therefore emotionally and physically demanding. In some cases the nature of the pupils' special need may result in staff being verbally or physically assaulted.

Business insurance will be needed for any off site working

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

**Post holder's
signature**

_____ **Name** _____ **Date** _____
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**Manager's
signature**

_____ **Name** _____ **Date** _____
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Version date: 01/09/2025

PERSON SPECIFICATION

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

Qualifications and Experience <ul style="list-style-type: none">• Experience and understanding of safeguarding and child protection procedures• Experience of working with families and their children	<ul style="list-style-type: none">• E• D
Knowledge <ul style="list-style-type: none">• Knowledge of working with pupils with SEND• Knowledge of working in Early Years• Awareness of the challenges families of children with SEND face	<ul style="list-style-type: none">• E• D• D

<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Good interpersonal and communication skills and the ability to develop effective relationships with children and their parents and professionals • Ability to deal with sensitive issues, understand conflicting views and expectations and cope with a range of issues and behaviour. • Ability to demonstrate a person centred commitment, valuing diversity and demonstrating respect for the language, religion and cultures of others • Ability to recognise degrees of risk, change and conflict and to identify personal stress levels, seeking advice and support when necessary within and outside personal supervision • Good organisational skills – able to prioritise workload and have good time management skills • Ability to provide support to families of a developmental and enabling nature • Able to undertake lone working in a household setting as well as working as part of a team • Ability to write clear and accurate reports and use IT packages, i.e. MS Office, Arbor 	<ul style="list-style-type: none"> • E • E • E • D • E • E • E • E
<p>Work-related Personal Qualities</p> <ul style="list-style-type: none"> • A flexible approach • A sense of responsibility • Tact and diplomacy • Integrity • Empathy 	<ul style="list-style-type: none"> • E • E • E • E • E
<p>Other Work-related Requirements</p> <ul style="list-style-type: none"> • Some flexibility to work outside normal school hours and during school holidays when required • Hold current driving license and Insurance cover for business usage and have use of own car 	<ul style="list-style-type: none"> • E • E

<ul style="list-style-type: none"> • To actively take part in a programme of Continuing Professional Development and further training to meet targets agreed in Individual Performance Review 	<ul style="list-style-type: none"> • E
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