



Whitehill Primary School

Family Support Partner

Responsible to: Deputy Headteacher

Grade: KR6

Purpose of the job:

To nurture and forge positive relationships with pupils, their families and the wider community. To ensure that all children thrive, are successful and truly prepared for their futures regardless of circumstance and barriers. To work with parents and help them understand the value of being part of a school community and to find ways of making school more accessible so that the children want to attend daily.

Key duties and responsibilities:

To support the Deputy Headteacher and the wider school community

- To coordinate and oversee parenting workshops, school readiness sessions and community outreach.
- To form open, trusting and positive relationships with children, parents, carers and staff.
- To confidently and calmly manage difficult conversations.
- To be a reliable point of contact for parents, carers and external professionals.
- To de-escalate and reassure individuals when needed.
- To meet with parents, carers, staff and external professionals to collaborate and devise plans of support.
- To monitor the attendance, health and well-being of our students
- To approach and offer families support when needed.
- To persistently and resiliently maintain the offer of support even when declined.
- To undertake safeguarding responsibilities and be an active part of our safeguarding team.
- To support transitions into preschool, between classes and then also into Secondary provision.
- To work as part of the team to create a safe environment where students are heard.
- To assist with pastoral needs and to be an advocate for disadvantaged children.
- To actively value childhood and appreciate the challenges of being a parent.

- To maintain detailed records and ensure confidentiality is kept.
- To be an effective communicator.
- To work alongside the SEN team to promote a Team Around the Child Approach.

Person specification:

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Knowledge and skills equivalent to national qualifications Level 3</p> <p>GCSE grade 5 (or C grade) in English and Maths</p>
EXPERIENCE	<p>Previous experience of working with children and families in the public, private or voluntary sector</p> <p>Experience of organising, chairing and minuting meetings</p>
SKILLS AND ABILITIES	<p>Excellent communication, listening and observation skills</p> <p>Calm, confident and professional ability to deal with difficult/sensitive situations</p> <p>Deal with issues sensitively and uphold confidentiality</p> <p>Punctual and organised with an eye for detail</p> <p>Maintain paper and digital records</p> <p>Ability to advise and facilitate parenting skills</p>
KNOWLEDGE	<p>Sound knowledge and understanding of child health and development</p> <p>Awareness of Maslow’s Hierarchy of Need and understand how this would apply in a school</p> <p>Knowledge of professionals who Provide Parental Support including Early Help</p> <p>Knowledge of Anxiety Based School Avoidance and ACES</p>