



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

Thank you for expressing an interest in our vacancy for a Parent Support Adviser.

More information about the position, including a Job Description and Job Specification are enclosed. If you would like to find out more information about the service, please take a look at our website: <https://benjaminfoundation.co.uk/vacancies/>

If you have any questions regarding the vacancy, please contact the HR Department on 01603 886925/886951 or email recruitment@benjaminfoundation.co.uk

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk

Or by post to:

HR Department
The Benjamin Foundation
23-27 St Andrews Street
Norwich
NR2 4TP



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Parent Support Adviser (PSA) – Covering 4 Primary Schools:

St Mary's Catholic Primary School, Lowestoft, St Edmund's Catholic Primary School, Bungay, St Benet's Catholic Primary School, Beccles & St Mary and St Peter Catholic Primary School, Gorleston

21 hours per week to be worked flexibly over 3 days – Term Time

Fixed contract until July 2020 in the first instance

£11,392.92 per annum (£12.33 per hour)

Plus, car users allowance & agreed mileage

(A car is essential for this role)

There is the option to combine this role with another PSA vacancy to make this a 35 hour per week position. Visit our website below for further details.

Are you looking for an exciting new challenge to work within a charity that provides support to young people and families?

The Benjamin Foundation, working in partnership with St John the Baptist Catholic MAT is seeking to appoint a Parent Support Adviser (PSA). The main focus of the PSA role will be to provide tailored support to individual families whose children attend the above Schools. Therefore, the candidate will have the ability to manage a complex and intensive caseload. Areas of work will include providing pro-active information and support, direct work with families in the home or other suitable venue, liaison with other professionals and agencies.

The Benjamin Foundation is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check will be required for successful applicants. The Benjamin Foundation is an equal opportunities employer.

The Benjamin Foundation embeds the Nurtured Heart Approach[®] which creates strong and improved relationships by focusing on positive behaviour rather than energising negativity, providing clear rules and consequences, creating an environment in which people thrive.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email recruitment@benjaminfoundation.co.uk

Tel: 01603 886925/886922

Closing Date: Tuesday 18th June (Noon)

Interview Date: Thursday 27th June (Norwich)



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Parent Support Adviser

Job description

Job title:	Parent Support Adviser
Employer:	The Benjamin Foundation
Location:	St John the Baptist Multi Academy Trust – Covering 4 schools in Gorleston, Lowestoft, Beccles and Bungay (St Mary's Catholic Primary School, Lowestoft, St Edmund's Catholic Primary School, Bungay, St Benet's Catholic Primary School, Beccles & St Mary and St Peter Catholic Primary School – Gorleston)
Contract:	Fixed Term until July 2020 in the first instance
Salary:	£11,393.92 per annum plus car allowance and agreed mileage
Hours of work:	21 hours per week over 3 days - Term Time Only
Department:	Early Help Services
Reporting to:	Director of Operations – Early Help

Job purpose

1. To provide tailored support to individual families whose children attend St John the Baptist MAT primary Schools
2. To work pro-actively with the schools to engage with a caseload of families and provide support at the earliest opportunity
3. To ensure delivery of the service makes a tangible difference to the outcomes for children and young people and their parents / carers

Main duties

Service Delivery

1. Contacting families by phone / e-mail and carrying out home visits as a lone worker in order to provide parental information and support
2. Promoting high quality parenting which is effective, warm and authoritative
3. Manage a complex and sometimes intensive caseload of children and families requiring support
4. Encouraging positive parental engagement with schools
5. Being a visible presence in the school and taking a proactive approach
6. Have a good knowledge of and refer to appropriate local agencies and organisations
7. Establish effective communication with school staff including regular feedback, meetings and reports as required.
8. Collaborative work with the school's Inclusion Team
9. Facilitate evidence based parenting programmes and parenting groups
10. Respond to child protection matters as necessary



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11. Be involved in and lead where appropriate the Family Support Process
12. Encourage good school attendance and punctuality

Communication

1. Keep case-file records and all documentation pertaining to meetings / contact with families
2. Recognise and maintain appropriate professional boundaries
3. Use agreed tools for measuring outcomes and collecting evidence of impact of work
4. To undertake personal development opportunities such as PSA Team Meetings, annual Away Day and training relevant to the role

General

1. To maintain key relationships to high standards at all times
2. To attend and report to relevant meetings both within and beyond The Benjamin Foundation
3. To undertake personal development and attend Personal Reviews and any relevant training
4. To undertake such other duties as may be delegated or assigned commensurate with the level of grading and role of the post
5. To adhere to the organisations Health & Safety Policies and Procedures

The Benjamin Foundation fully embeds the Nurtured Heart Approach in all that it does and staff will adopt this approach as part of their practice.

The Benjamin Foundation reserves the right to alter the content of this job description following consultation, to reflect changes to the job or services provided without altering the general character or level of responsibility.

This post is subject to a full and satisfactory DBS disclosure. The Benjamin Foundation is an equal opportunities employer.

Name of Job Holder:

Signed Job Holder:

Date:

Name of Line Manager:

Signed Line Manager:

Date:



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Parent Support Adviser Person Specification

Criteria	Details	Essential	Desirable	Assessed	
Qualifications	Formal qualification in working with children and young people	E		Certificate Application	
	A willingness to undertake training appropriate to the post	E		Application Form Interview	
	Educational achievement sufficient to support clear reporting and presentation skills	E		Certificate Application Form	
	Training in evidence based interventions for individual parents or groups of parents, particularly Solihull Approach		D	Certificate Application Form	
Experience	Experience of working with children and young people	E		Application Form Interview References	
	Working knowledge and experience of family and parent support	E		Application Form Interview References	
	Demonstrable experience of delivering effective individual or group based support for parents	E		Application Form Interview References	
	Experience of lone working within client's homes		D	Application Form Interview References	
	Ability to deal with sensitive and personal issues in complete confidence displaying empathy and compassion	E		Interview	
	Experience within the field of education, social services or the voluntary sector		D	Application Form Interview References	
	Experience of working in school settings		D	Application Form Interview References	
	Experience of working with a multi-agency approach		D	Application Form Interview References	
	Knowledge & Skills	Relate to children and young people in an empathetic manner	E		Interview
		Knowledge and experience of Early Help processes such as Family Support Process	E		Application Form Interview References



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	Willingness to use Signs of Safety Approach	E		Interview
	Willingness to work flexibly and manage own time to best effect	E		Interview
	Knowledge of physical, social and emotional aspects of child development	E		Interview
	Ability to maintain clear professional boundaries with children and young people and staff	E		Application Interview References
	Can employ creative and innovative approaches to supporting children and young people	E		Application form Interview Reference
	Sufficient IT skills to use e-mail communication, add information to spread sheets and produce reports	E		Application Form Interview
	Knowledge of available support services and referral routes		D	Interview
Communication	Communicate effectively – face to face with children / parents / school staff etc	E		Interview References
	Deal with difficult situations in a calm, fair but effective manner	E		Interview References
	Develop a rapport with pupils and their families	E		Interview References
	Make good use of Supervision sessions	E		Interview References
	Report and account to line manager as appropriate	E		Interview References
Personal Qualities	Commitment to nurturing greatness in others	E		Interview
	Maintaining confidentiality	E		Interview
	Persistence and resilience	E		Interview
	Empathy and ability to engage with parents and professionals	E		Application form Interview
	Understanding of confidentiality, data protection and information sharing	E		Interview
	Innovative and proactive	E		Application Form Interview
Additional	The willingness to contribute to	E		Interview



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	the wider Benjamin Foundation success story			
	Commitment to equality and diversity policy of The Benjamin Foundation	E		Application Form Interview
	Current Driving Licence and access to a vehicle insured for business use	E		Copy of DL and insurance certificate
	A willingness to undertake training appropriate to the post	E		Interview
	An interest in the long term development of the service	E		Application Form Interview
	Able to work flexible hours when needed e.g. Parents evenings, Evening visits	E		Interview