



The **Benjamin** Foundation

Welcome to The Benjamin Foundation

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

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 by email recruitment@benjaminfoundation.co.uk or on 07881 012553

Please return your completed applications by email to:-

recruitment@benjaminfoundation.co.uk



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Parent Support Adviser (PSA) - Norwich
12 hours per week to be worked flexibly over 2 days – Term Time
Initially fixed until July 2021 – subject to annual review
£6,510.24 per annum (£12.33 per hour)

Plus car users allowance, agreed mileage & other benefits

A car is essential for this role

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 Cecil Gowing Infant, Falcon Junior and Sparhawk Infant & Nursery Schools, 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 these schools. Therefore, the candidate will have the ability to manage a complex and intensive caseload. Areas of work will include providing proactive 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: 07881 012553

Closing Date: Friday 2nd October (12pm)

Interview Date: Shortlisted candidates must take part in an online Safer Recruitment Interview prior to the interviews held in Norwich on Friday 9th October.



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Parent Support Adviser

Job description

Job title:	Parent Support Adviser
Employer:	The Benjamin Foundation
Location:	To include working from home office base in Norwich and visits to schools & families. Cecil Gowing Infant School, Sparhawk Infant School, Falcon Junior School
Contract:	Initially fixed until July 2021 then subject to annual review
Salary:	Point 25 £6,510.24 per annum (£12.33 per hour) plus essential car user's allowance & agreed mileage
Hours of work:	12 hours per week across two days Term Time Only
Department:	Early Help Services
Reporting to:	Early Help Services Manager Co-ordinator of Early Help Services

Job purpose

- To provide tailored support to individual families whose children attend Cecil Gowing Infant, Sparhawk Infant, Falcon Junior.
- To work pro-actively with the schools to engage families and provide support at the earliest opportunity.
- To ensure delivery of the service makes a tangible difference to the outcomes for children and young people and their parents / carers.

Main duties

- Contacting families by phone / e-mail and carrying out home visits as a lone worker in order to provide parental information and support
- Promoting high quality parenting which is effective, warm and authoritative
- Manage a complex and sometimes intensive caseload of families requiring support
- Encouraging positive parental engagement with schools

- Have a good knowledge of and refer to appropriate local agencies and organisations
- Establish effective communication with school staff including regular feedback, meetings and reports as required.
- Facilitate evidence based parenting programmes and parenting groups
- Respond to child protection matters as necessary



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- Be involved in and lead where appropriate the Family Support Process.
- Encourage good school attendance and punctuality
- Keep case-file records and all documentation pertaining to meetings / contact with families
- Recognise and maintain appropriate professional boundaries
- Use agreed tools for measuring outcomes and collecting evidence of impact of work
- To attend Personal Review and Appraisal sessions with Line Manager
- To undertake personal development opportunities such as PSA Team Meetings, annual Away Day and training relevant to the role.
- To adhere to the organisation's Health and Safety policy and undertake Risk Assessments as appropriate.

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.

This post is subject to a full and satisfactory DBS disclosure

This post attracts an Essential Car Users Allowance

Jobholder :

Signature:

Date:

Date to be reviewed:

Line Manager:

Signature:

Date:



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**Parent Support Adviser
Person Specification**

Criteria	Details	Essential	Desirable	Assessed	
Qualifications	Formal qualification in working with children, young people or parents	•		Application Form	
	Educational achievement sufficient to support clear reporting and presentation skills	•		Application Form Interview	
	Training in evidence based interventions for individual parents or groups of parents		•	Application Form Interview	
Experience	Working knowledge and experience of family and parent support	•		Application Form Interview	
	Experience within the field of education, social work or the voluntary sector	•		Application Form Interview	
	Demonstrable experience of delivering individual or group based support for parents	•		Application Form Interview	
	Experience of lone working within client's homes		•	Interview	
	Experience of multi-agency working including child protection procedures	•		Application Form Interview	
	Knowledge & Skills	Knowledge and experience of Family Support Process		•	Application Form Interview
		Thorough knowledge of legislation and guidance about safeguarding		•	Application Form Interview



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	children			
	Willingness to work flexibly and manage own time to best effect	•		Interview
	Knowledge of physical, social and emotional aspects of child development	•		Interview
	Sufficient ICT skills to use e-mail communication, electronic calendar, produce letters and reports	•		Interview
Personal Qualities	Commitment to using the Nurtured Heart Approach®	•		Interview
	Persistence and resilience	•		Interview
	Empathy and ability to engage with parents and professionals	•		Interview
	Understanding of confidentiality and data protection	•		Interview
Additional	The willingness to contribute to the wider Benjamin Foundation success story	•		Interview
	A willingness to undertake training appropriate to the post	•		Application Form Interview