



## Job description

### Details of the job

Post title:	Parent Link Worker
Salary grade:	Scale 3
Hours:	Term time only. Flexible working across the extended day and year, including some evenings and weekends
Location:	Schools and other community venues
Reports to:	
Service area:	

### Overall purpose of the post

Support and encourage parents and carers to access information and extended services.

Provide a welcoming environment for children and families having particular regard for those who do not engage with schools.

### Principal responsibilities

1. Contribute to building relationships in work with parents by listening and responding to parents, carers and children both in the school and the wider community. To act as a positive and supportive link worker for parents.
2. Provide access to local knowledge and information for children and parents. Ensure information is in an appropriate language and format that values and respects the diversity in culture and background of parents, carers and children.
3. To ensure that all necessary documents and records are maintained in accordance with the policy and principles of the school.
4. To contribute to providing a safe and inclusive environment by helping parents to feel comfortable and confident. Recognise parents' strengths and help them to build on these.
5. Ensure confidentiality whilst maintaining good practice for the protection and safety of children and parents.

**6. Build and maintain relationships with colleagues engaged in work with children and parents. Share information and encourage a supportive approach towards parents from the wider community.**

**7. Work with parents and carers to understand and meet their own needs and their children's needs.**

**8. If required, to support the creation of a Parents Forum to enable parental involvement, to provide them with real decision making powers and a pathway to the Governance Group.**

**9. Support the monitoring and review of the effectiveness of the environment in promoting inclusion. To implement equal opportunities and anti-discriminatory practice and those of NCC. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.**

**10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.**

**11. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.**

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## PERSON SPECIFICATION

Post Title:	<b>Parent Link Worker</b>
Grade	<b>Scale 3</b>
Service Area:	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	<p><i><b>This post requires satisfactory clearance of a criminal records bureau disclosure</b></i></p> <p><b>Good general education to GCSE standard.</b></p> <p><b>Minimum NVQ level 2, in health, education, early years, social care or equivalent.</b></p> <p><b>This post requires satisfactory clearance of a criminal records bureau disclosure.</b></p>	<p><b>Introduction to counselling skills</b></p> <p><b>Homestart preparatory course</b></p> <p><b>First Aid Qualification</b></p> <p><b>Level 3 qualification in health, education, early years, social care or equivalent, or a commitment and demonstrated ability to achieve a Level 3 qualification within an agreed timescale.</b></p>
<b>Experience and Knowledge</b>	<p><b>Proven experience of working directly with children and parents in a community setting in a voluntary or paid capacity.</b></p> <p><b>Experience of working in a multidisciplinary team.</b></p> <p><b>Experience and/or knowledge of working with children and families from diverse cultures and social backgrounds.</b></p> <p><b>Experience and knowledge of outside agencies and community resources to provide information to families.</b></p>	<p><b>Experience of supporting parent volunteers or students.</b></p> <p><b>Understanding of the principles of community development.</b></p> <p><b>Understanding of child development.</b></p> <p><b>Experience of working in a multi-disciplinary way.</b></p>

<p><b>Ability and Skills</b></p>	<p><b>Strong interpersonal skills to solve problems and find solutions when working alone or within the team.</b></p> <p><b>Be non-judgemental, have good listening skills and a friendly confident approach.</b></p> <p><b>Ability to engage families in a community setting.</b></p> <p><b>Able to develop relationships with families in a variety of community settings, including parents' homes.</b></p> <p><b>Ability to work within the boundaries of own role and competencies and to know when to refer appropriately.</b></p> <p><b>Good record keeping skills and able to process information and signpost parents to other services.</b></p> <p><b>Committed to undertake continuous learning and development.</b></p> <p><b>Good written and oral communication skills.</b></p> <p><b>IT and computer skills.</b></p>	<p><b>Ability to facilitate and sometimes organise Extended Services opportunities that would benefit parents/carers</b></p>
<p><b>Equal Opportunities</b></p>	<p><b>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</b></p>	

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