Job Title:	**Parent Support Worker**
Reporting to:	**Family Advice Manager**
We Are Beams Grade:	**Band C**
Location:	**Allsworth Court**
Hours of Work:	**25 hours per week**

Job Purpose

The main objective of this post is to support parents of under 5's with SEND with or without a formal diagnosis. The role will provide early, consistent, and personal support to mitigate the risks of developmental delays, long-term academic struggles, and negative health implications for young children. The focus is on early intervention to improve cognitive, social, and emotional development and to promote skills for school readiness. The worker will be an integral member of the Family Advice team as well as wider teams of professionals from universal and specialist services to provide a coordinated response to families' needs.

The worker will be experienced in working with families of children with SEND and have an understanding of challenges they face. They will be skilled in recognising and responding to safeguarding concerns.

Main Responsibilities and Duties:

- Facilitate a twice-monthly term time 'Stay & Play' session to build school readiness skills and reduce isolation.
- Plan and coordinate a wide range of age-appropriate, stimulating games and activities for pre-school children with SEN.
- Ensure play sessions include structured activities, free play, and group activities like stories or singing.
- Supervise children's play, actively engage in activities, and encourage positive interactions in a safe and secure environment.
- Build relationships with families helping to identify areas of need and to explore potential pathways for ongoing support.
- Support parents regardless of whether their child has a confirmed diagnosis.
- Address the stress and mental health challenges parents may face, which can impact family dynamics.
- Promote equality, inclusion, and respect in all service delivery.
- Undertake designated responsibilities to safeguard and promote children's welfare.
- Adhere to data protection and information sharing policy and procedure.

- Facilitate regular contact with families including home visits where required
- Carry out thorough risk assessments to protect the safety of yourself and volunteers when visiting families in their own homes.
- To plan and organise own workload. This includes receiving referrals, liaising and co-working with colleagues, record keeping and prioritising and planning support.
- Develop a volunteer bank and support volunteers to engage families in a range of activities designed to build their resilience and support networks, and improve whole family well-being.
- Provide support and supervision for volunteers, alongside informal support contact.

Other Responsibilities:

- To positively represent Beams and to work collaboratively within the Family Advice Team.
- Work within all Beam's policies, procedures and standards.
- To undertake any duties directed by the Family Advice Manger.
- To be able to attend external meetings and functions to represent Beams when required.
- To be able to support fundraising and promotional events to support Beams and raise its profile.

Personal Specification: Parent Support Worker	
The following outlines the Essential criteria for this post. Applicants who have a disability and who meet the Essential criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.	
	Criteria
Qualifications	• Educated to a minimum of NVQ level 2 equivalent (5 GCSE's including English and Maths) or above • Qualification in Early Years / Child Development
Experience	• Knowledge and understanding of the barriers families of children with SEND face, particularly in early years • Experience planning and leading play activities for children • Experience of providing emotional support, providing guidance and showing empathy whilst maintaining professional boundaries
Skills and Abilities	• Ability to empathise and relate to people's situations and be objective in helping them find solutions and coping strategies • Good organisational skills and ability to work with a minimum of supervision • Good communication skills, particularly listening skills • Ability to source information to give relevant information regarding individual enquiries • Ability to generate confidence in others in seeking solutions to their needs • Ability to maintain accurate and up to date records and reports • Good IT skills • Good team work skills

	• Able to manage multi-task activities and good planning skills. • Understanding of confidentiality and data protection • Ability to identify when to refer to manager for assistance/advice and understand when client work must be escalated for management input • Ability to develop new skills, develop the work and extend personal knowledge
Knowledge	• Knowledge of local groups and agencies working with disabled children and their families
Personal Qualities	• Flexible approach to work • Reliable and Enthusiastic • Willing to be a Team Player • Methodical in approach with an eye for detail • Personal commitment to equal opportunities and anti-discriminatory practices • Commitment to continuing personal professional development
Other	• Fulfil the requirements of an 'Enhanced DBS Disclosure' • Willingness to work outside of office hours and at weekends as required • Ability to regularly travel and work outside of the office base (usually within Kent) • On occasions to represent the Charity at wider events • Hold a full driving licence