



Position: Parent Partnership Officer

Responsible to: The Principal

Job purpose

- To provide support to students and their families in accessing the best possible education at Kanha Global School.
- To ensure students and their families feel supported by Kanha Global School.
- To provide support and guidance for admissions, community events.
- To over-see parental engagement in all aspects of the school.

Person specification

- Minimum qualification: Degree Level
- Experience of working in a school or similar organisation
- Good interpersonal skills
- Proficient IT skills

Main duties and responsibilities

- Act as a point of contact for families and establish and foster good, trusting relationships with parents.
- To be available throughout the day by phone, Teams, email or text message and respond to all enquiries with an initial response within one working day.
- Where necessary or appropriate, schedule a return call from the relevant member of the school staff and keep parents / carers updated until the matter is satisfactorily resolved.
- Organise and coordinate coffee mornings, parents collectives, parent teacher meetings and discuss student progress.
- To lead and oversee the Kanha Global School's admission process.
- Develop informational materials, newsletters, and guides to keep parents informed.
- Understand the primary rights and responsibilities of parents to raise their children, and support parents by helping them to improve their parenting skills for example by running informal and formal evidence based parenting programmes and providing appropriate information or referrals.
- To provide transition support for parents / carers of children starting school and other life transitions where appropriate.



- Working with parents in a school context, supporting them and building their engagement with their child's learning.
- Encourage good relations and effective dialogue between parents and teachers about children's progress.
- To work with parents to strengthen their engagement. This may include home visits, meet and greets in school when students return to school, regular check-ins with students and their families.
- To oversee student attendance and support staff at the school to identify students at risk of learning loss due to poor attendance record. Devise plans to support said students in accessing / continuing to access school.
- Advocate for parents' needs and concerns within the school, working to ensure their voices are heard and considered in decision-making processes.
- Coordinate and facilitate parent events, workshops, and training sessions to promote parent involvement, engagement, and education.
- Record Keeping: Maintain accurate records of parent interactions, communications, and activities.
- Manage social media, PR, website updates and other means by which the school promotes itself.
- Support the school to develop relationships and partnerships with third party organisations.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post and as directed by the principal.