



Role Description

Directorate	Children Education and Families
Role Title	Voluntary Independent Parental Supporters (IPS)
Responsible to	Parent Partnership Officer
Role Purpose	Someone who can offer support to parents/carers of children identified as having Special Educational Needs (SEN) to consider their options and express their views.

Tasks and Responsibilities
<p>The role is varied and interesting, involving a mixture of practical and interpersonal skills including the ability to:</p> <ol style="list-style-type: none"> 1 Listen 2 Help parents to understand the Statutory Assessment process 3 Assist with letter and support writing 4 Give parents confidence to express their own views 5 Visit schools and attend meetings with parents 6 Remain calm and reassuring 7 Have no potential clash of interests, Independent Parental Supporters cannot be employed in the education department of the local authority 8 To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place 9 To ensure full compliance with the Health and Safety at Work Act 1974 etc; the Council's Health and Safety Policy and all locally agreed safe methods of work
Skills and experience
<p>Ideally, an IPS will have a willingness to learn about Special Educational Needs or have previous experience of caring or supporting a child with Special Educational Needs.</p>



An Independent Parental Supporter should be someone who has good communication skills with ability to resolve problems in a non adversarial way through the use of mediation and conciliation approaches and to build parents confidence.

Other skills we will be looking for are whether the Independent Parental Supporter can:

- 10 Be reliable and trustworthy
- 11 Be confidential
- 12 Be committed

The Commitment

Independent Parental Supporters volunteer flexibly with mutually agreed hours, but typically during school term times only.

The commitment to Independent Parental Supporters

The Parent Partnership Service provides all volunteers with:

- Induction
- Free training
- Travel expenses
- Insurance
- Ongoing support and supervision
- Opportunities to develop and enhance interpersonal skills in communication and negotiation