SACRED HEART PRE-SCHOOL JOB DESCRIPTION AND AGREEMENT

ADDITIONAL ROLE

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| Job Description for: |  **PARENTAL INVOLVEMENT CO-ORDINATOR (PICO)**  |
| Responsible to: | Pre-school Manager (Deputy in her absence) |

CONTEXT AND PURPOSE OF THE ROLE:

* The PICO is responsible for promoting Parental Involvement in the setting.

THE PICO HAS RESPONSIBILITY FOR:

* Ensuring accessibility for all Parents who use the setting.
* Ensuring all Practitioners understand and adhere to the setting’s policies and procedures on parental Involvement.

MAIN DUTIES:

* To actively engage in encouraging Parental Involvement.
* To ensure all Parents are aware of the PICO and to be approachable and without prejudice.
* To demonstrate and offer activities that encourage parental Involvement with their child’s learning.
* To develop and share knowledge of resources (equipment, books, materials etc) that help promote Parental Involvement.
* To identify and support families who may need extra support to extend their children’s learning and development at home.
* To ensure strategies are in place that allow children with English as a second language to use their home language in play and learning.
* To liaise with the setting’s ENCO to identify individual families’ needs, particularly where English is their second language.
* To incorporate Home-links into the setting’s learning and Development plans.
* To share ideas and resources with other Practitioners when implementing home-links.

DECLARATION:

*I have read and agree to all of the above*

NAME: SIGN: DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*On behalf of preschool;*

NAME: SIGN: DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: