

JOB SPECIFICATION –FAMILY LIAISON OFFICER



Outcomes
First Group

Job purpose:	Under the direction of the Head of Pastoral Care to undertake family support work for pupils
Reporting to:	Designated Safeguarding Lead
Responsible for - Staff	
Liaising with:	Pupils, teachers, senior staff, parents/carers, external agency staff and visitors to the school
Disclosure level:	Enhanced

Job Outline

- Under guidance from the Head Teacher and the Senior Leadership Team, to engage with vulnerable families in order to formulate a package of support
- To act as a point of contact in school for families in need of support
- To signposting for families and refer for support when appropriate
- Liaise professionally with external agencies such as Housing, NSPCC, Sure Start, Social Care, Early Intervention Teams, Passenger Transport, YOS and Police.
- To complete appropriate referral forms to external agencies as and when required
- To attend multi-agency meetings as appropriate.
- To carry out home visits where necessary
- To build effective relationships with families
- To provide opportunities for families to engage with the school before their child begins to establish support and build relationships before the child starts at the school
- To maintain regular contact with families of children receiving support to encourage positive family involvement in the child's learning
- To act as Deputy Designated Lead for the school and ensure all training is kept current and valid
- To maintain record keeping in accordance with the policies and procedures in place in school, including case studies

Key tasks to support pupils

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual
- pupil needs

- To manage the transport requirements of the school and the pupils
- Assist with the development and implementation of Individual Education Plans

and Behaviour Plans

- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist in the administering of routine and emergency medication

Key tasks to support staff

- Support the Pastoral Lead in identifying patterns of absences and implementing structures to improve attendance
- To support the Senior Leaders in identifying possible under attainment and underachievement linked to poor attendance or other barriers external or internal.
- To assist in the implementation of pupil documentation and take an active role in the review process
- Create and maintain a purposeful, orderly and supportive environment, in accordance with plans
- In liaison with the teacher/other senior learning staff, utilise strategies to support pupils in achieving identified personal targets
- Report pupil achievement, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required.

Key Tasks to support the school

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to

opportunities to learn and develop

- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate and report back
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Establish and maintain inventories of equipment and resources

Additional

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation, discussion & training
- To comply with the Data Protection Act and School policies and procedures
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To carry out the duties in the most effective and efficient manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To carry out RPI using Team Teach techniques.
- Participate in regular update sessions in Team Teach techniques.
- Attend weekly staff meetings and daily staff briefings.