

JOB DESCRIPTION

Family Liaison Officer

Job Title	Family Liaison Officer
Responsible to	Head Teacher
Key Internal Contacts	Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Regional Office Staff
Key External Contacts	Student relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

FAMILY LIAISON OFFICER JOB PURPOSE

To develop and provide positive links between home and school to promote good pupil attendance and develop the home school partnership for pupils at risk of social exclusion, poor attendance and disaffection

Family Liaison Officer Responsibilities

- To take a lead role in working to establish a supportive relationship with the children and parents concerned in order to facilitate effective communication and partnership between school and home
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times
- To take appropriate action to tackle disaffection and promote pupil attendance by ensuring first day calls are made
- To monitor pupil attendance and produce reports for teacher and the school as required
- To work in collaboration with the class teacher and multi-disciplinary team, including clinical, to promote pupil attendance and the welfare of all identified pupils
- To provide support in co-ordinating, monitoring and evaluation any projects set up to support the pastoral needs of pupils in the school
- To co-ordinate the school's First Aid policy and procedure, ensuring best practice is followed, supplies are ordered, trips catered for and all recording and reporting is accurate
- Liaise with parents about pupils' dietary requirements and ensure these are accurately recorded

PERSON SPECIFICATION

FAMILY LIAISON OFFICER

	Essential	Desirable
Experience		

Experience of work with autistic spectrum disorders and/or challenging behaviour		✓
Experience of work within an education/residential setting	✓	
Experience of planning, delivering and teaching lessons	✓	

Skills, Knowledge and Aptitudes

Ability to work independently and as part of a team	✓
Effective communication skills, verbal and written	✓
Ability to record information accurately	✓
Ability to mediate, negotiate and problem solve	✓
Good organisational skills	✓
Ability to deal with complex and challenging behaviour	✓
Ability to demonstrate empathy	✓
Good IT skills	✓
Ability to tailor teaching and learning to the needs of individual pupils	✓
Ability to lead and coordinate effectively	✓
A good understanding of child development and external support agencies	✓

Qualifications and Training

Relevant Teaching Qualification	✓
GCSE in Maths and English (Grade C/Level 4 and above) or Level 2 equivalent	✓
Willingness to work towards further qualifications as required	✓
Undertake relevant group induction training on commencement	✓

Other

Commitment to the values of the organisation	✓
Driving licence	✓