



## **Family and Community Liaison Lead Job Description & Person Specification**

<b>Salary:</b>	£36,250
<b>Contract type:</b>	Full Time
<b>Reporting to:</b>	Assistant Head
<b>Start Date:</b>	March 2025

### **JOB PURPOSE:**

- To oversee the implementation and coordination of essential services, bridging Safeguarding, Inclusion, and SEN to ensure comprehensive support for students and families.
- To assist the Safeguarding and Inclusion team in specific services to Children and Families.
- To work with families to support the engagement and well-being of pupils at school and at home.
- To support Early Help Assessments and act as lead professional where appropriate.
- To maintain and update all necessary records, relating to pupil attendance, using manual and computerised systems, compiling returns as appropriate.
- To produce termly reports to SLT and Governors on attendance data, including case studies where positive work has been carried out.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Work as part of our school team to ensure that vulnerable young people are supported so that they can thrive within school and community to achieve their full potential.
- To attend meetings relating to attendance, safeguarding and student liaison related matters.
- Provide support to families where pupils, particularly vulnerable pupils, are identified as requiring improved attendance/or additional support.
- Work with young people and families to develop action plans to tackle identified needs and achieve lasting change.
- Record and review progress against action plans and amend these as necessary.
- Build and sustain relationships with partner agencies in order to effectively signpost families to appropriate support. Encourage the active participation of families with the services offering support.
- Persuade, empower and motivate families to engage and overcome barriers which may involve managing and overcoming challenging behaviour from family members.
- Organise / promote events in and out of school that allow young people to develop wider interests and participate in community initiatives in order to develop their self-esteem and confidence.
- Develop and deliver parenting support groups and training.

- Access school or external funding to support vulnerable young people and families.
- Undertake Early Help Assessments and where appropriate be the lead professional to ensure that young people are kept safe and protected from harm.
- Be responsible for accurate, detailed and timely record keeping and report writing, for meetings which could be multi agency, specialist or legal.
- Attend panels, Child in Need/ Safeguarding conferences and core groups on instruction and where appropriate.
- Ensure a continuous and consistent implementation of relevant safeguarding procedures, policies, legislation and emerging themes learned from case reviews to protect children and young people and ensure their safety.
- Provide support for parents at meetings and appointments.
- Support vulnerable pupils at times of transition including attending transitional annual reviews of EHCP pupils on instruction and where appropriate.
- Ensure that practice reflects the school ethos, is child-centred and conforms to Local Safeguarding procedures and statutory requirements.
- Promote and support well-being and positive behaviour.

#### **ATTENDANCE:**

- To assist in the development, implementation and monitoring of systems relating to attendance and integration
- To work alongside the DSL and Deputy DSL to contribute to the SEF and SDP in relation to Attendance/Safeguarding/External services.
- Disseminate good practice relating to Attendance through INSET, coaching and mentoring mechanisms.
- To maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate.
- To assist in delivering pastoral support to pupils by recording, monitoring and analysing attendance records.
- Promote good attendance inside and outside of school using a variety of methods.
- Collaboratively work to reduce the number of PA (Persistent Absence) and lateness numbers in school.
- To keep appropriate staff up-to-date with information.
- To maintain productive working relationships with pupils, acting as a role model.
- To provide feedback to staff, parents and pupils in relation to attendance/safeguarding and located services.
- To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and/ or meetings in school.
- To attend and participate in regular meetings.

## **SPECIFIC RESPONSIBILITIES**

### **Daily:**

- Monitor the whole school registration system on Arbor, using data presented to inform intervention-based decisions/strategies
- Record Parent/Carer Absence calls and ensure that reason for absence and any other additional information is fully documented.
- Make phone calls on the first day of absence.

### **Weekly:**

- Update Attendance spreadsheet on google docs with attendance figures.
- Generate weekly reports highlighting attendance trends and patterns and significant group data.
- Generate regular attendance data and create year group comparisons from data. Generate previous academic years attendance comparatives when required.
- Attend relevant meetings and contribute or take minutes as required and ensure the distribution of minutes to all appropriate parties.

### **Termly:**

- Produce an attendance board and promotional material for Parents/Open Evening
- Produce an attendance summary report to inform stakeholders of termly headline data and suggested strategies to improve with relation to persistent absentees and targeted groups (e.g., PP, FSM, LAC)
- Contribute to the overall ethos/works/aims of the school
- Establish constructive relationships and communication with other agencies/professionals, to support achievement and progress of Pupils
- Attend meetings with Access and Inclusion Team to support the improvement of attendance across the school

## **GENERAL DUTIES AND RESPONSIBILITIES:**

- Support the aims and ethos of the school.
- Undertake training and development activities relevant to the position.
- Cooperate with the school in complying with relevant health and safety legislation, policies and procedures.
- Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness and understanding of Safeguarding legislation
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## **PERSON SPECIFICATION**

### **Qualifications:**

- Professional qualification in education, social work, safeguarding, or a related field.
- Certification in safeguarding (e.g., Level 3 Designated Safeguarding Lead)
- Additional training in family liaison, community engagement, or trauma-informed practice is desirable.

### **Experience:**

- Significant experience managing or coordinating multi-disciplinary teams in an educational, social care, or community setting.
- A strong background in safeguarding, including leading or supporting safeguarding interventions and working with external agencies.
- Proven experience in Alternative Provision or with vulnerable children and young people.
- Demonstrated success in engaging families and communities to improve outcomes for children.

### **Skills and Abilities:**

- Excellent leadership and organisational skills, with the ability to coordinate a diverse team effectively.
- Strong knowledge of safeguarding legislation and best practices.
- Exceptional communication and interpersonal skills to engage with families, professionals, and external partners.
- Analytical skills to assess and report on outcomes, ensuring continuous improvement.
- A commitment to inclusivity, student safety, and the promotion of well-being.

## **APPLICATION PROCESS**

Please apply via <https://teaching-vacancies.services.gov.uk>

***Westside School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.***