



JOB DESCRIPTION

TITLE	Family and Community Liaison Officer
SALARY	NJC 18-22 Full Time, 37 hours a week, Term Time only plus 2 weeks
ACCOUNTABLE TO:	Assistant Principal

PURPOSE OF THE POST

We are seeking to appoint a Family and Community Liaison Officer to provide a complementary service to teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning to achieve their full potential, or accessing the curriculum.

This new and exciting role is being developed to engage parents and the wider community to develop and nurture relationships from the earliest opportunity and offer support, advice and guidance that supports parents. The impact of this new position, is the development of a bond between parent and academy at the earliest possible stage, enabling targeted support and advice and early intervention to raise attendance, student wellbeing, parental engagement and outcomes. The creation of this post will also enable the academy to become a community hub, working closely with external agencies and the community to provide a host of courses, workshops and events that benefit not just parents but the wider community

The Family and Community Liaison Officer will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Looked After Children
- Children who have social care involvement - CIN, CP or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs
- Challenging behaviour
- Children with a statement of special educational needs (Education, Health Care Plan)

The Family and Community Liaison Officer will be predominantly education / school based but will have a wider remit including working with families and the local community using Early Help Assessment (EHA).

Main Responsibilities:

- Early intervention and support throughout transition
- Working closely with families to address barriers which lead to non-attendance
- Planning and deliver key workshops and courses to parents that are responsive to key issues and needs.
- To complete home visits
- Liaising closely with external agencies
- Working with the pastoral team to identify key students & families that require additional support
- Present regular updates to the pastoral teams and SLT
- Liaise with school colleagues regarding children and their families as necessary
- Working partnership with the attendance lead to monitor pupil attendance giving close attention to early identification and prevention of absence and lateness habits
- Liaise with the schools DSL & SENCO
- Track, monitor and evaluate interventions keeping appropriate documentation
- Attend inclusion / pastoral meetings
- Attend progress evenings and other key events to provide parents/carers with advice and support

- Share information on practical childcare and parenting skills identifying need for support including how to meet the emotional needs of children.
- Communicate with parents regularly in methods that will gain the most engagement
- Network with key community personal at other schools / establishments in the local area to share good practice.
- Attend and participate in Child Protection Conferences and Planning and Review meetings, Child in Need meetings and MAP meetings whilst working closely with external agency colleagues as required, some of which may take place out of normal working hours.
- To liaise with feeder primary schools prior to the beginning of each academic year to ensure the smooth transfer of safeguarding information for the new intake.
- Share information on practical childcare and parenting skills, identifying need for support including how to meet the emotional needs of children (e.g. setting boundaries). • Undertake home visits to reach and support families.
- Work in partnership with the attendance lead to monitor student attendance, giving close attention to early identification and prevention of absence and lateness habits.
- Liaise with the school's DSL, SENDCO and Education Welfare Officer regarding students with emotional school-based avoidance.
- Attend regular weekly meetings with the safeguarding team.
- To maintain the highest level of confidentiality at all times.
- Network with other family liaison officers in other schools to share good practice.
- Participate in further training and CPD where appropriate

General

- Work in a professional manner and with integrity, maintaining confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good level 2 education, including qualifications in literacy, numeracy and ICT. 	<ul style="list-style-type: none"> • Good level 3 education. • Degree. • Recent training linked to working with young people. • Any other relevant qualifications.
Experience	<ul style="list-style-type: none"> • Previous work with young people in a supervisory capacity. • Previous experience of working in a reactive job where adapting to change is necessary. 	<ul style="list-style-type: none"> • Experience of supporting young people in an educational setting. • Interactions with social care/multi agency teams. • Counselling experience
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of the national educational context. • Understanding of how young people develop (academically, personally, socially and emotionally). • Understanding of basic behaviour management strategies. 	<ul style="list-style-type: none"> • Understanding of school accountability measures. • Ability to apply ICT skills to monitoring students on a day-to-day basis. • Experience of behaviour management. • Knowledge of child protection procedures.
Skills	<ul style="list-style-type: none"> • Ability to manage change. • Good time management. • Good interpersonal skills. • Good communication skills – orally and in writing. • Ability to negotiate with challenging young people. • Good basic ICT skills. 	<ul style="list-style-type: none"> • Experience of managing colleagues. • Experience of leading initiatives with evidence of impact. • Experience of “going the extra mile” to support individuals.
Personal Attributes	<ul style="list-style-type: none"> • Enjoys working with children. • Ability to work under pressure. • Good sense of humour. • Provides positive and appropriate role model for students. • Forms and maintains appropriate relationships and personal boundaries with students. 	<ul style="list-style-type: none"> • Willing to be involved in every aspect of school life. • Desire for self-improvement.

Agreed by post holder (Print name): _____

Signed: _____ **Date:** _____