



## **JOB DESCRIPTION**

**JOB TITLE:** Family Liaison Advisor

**SCALE:** Scale CLPT15 Scale Pint CLPT15 to CLPT22

**POSITION TYPE:** Term Time + 5 TED days

**HOURS PER WEEK:** 37

### **JOB PURPOSE**

To develop strong working relationships with parents through advice, training and advocacy so as to enable best possible outcomes for children and the wider family.

### **OUTLINE RESPONSIBILITIES AND TASKS**

- To take lead in providing direct support for families of pupils in school.
- To work collaboratively with teaching staff and mental health team to intensively support families.
- To take lead role in signposting parents towards outside support.
- To work collaboratively with outside agencies in establishing working relationships with families.
- To support with the attendance officer families struggling with attendance issues.
- To support and set up transitions for new families.
- To positively promote the role of the Family Support Advisor.
- To promote the wellbeing of pupils and families.
- To assist in the wellbeing of staff.
- To continually update Riversides, Early Help offer.
- To liaise and support the SENCO
- Promote and support the pupil parliament throughout school.
- Domestic abuse champion
- Produce monthly newsletters.
- Create home links.
- Wellbeing of school staff – random acts of kindness
- Promote home liaison – displays, Facebook, family packs, creating overview of SEMH diagnosis.
- Visiting and supporting parents, getting pupils into school the wellbeing of parents and pupils.
- Carry out safe and well checks.

- To support safeguarding throughout the school.
- Promoting attendance-visits, parent support.
- Promoting school – leaflets, coffee mornings, raising money.
- Informing parents of support available within the community.
- Lone working at times

**QUALIFICATIONS REQUIRED**

GCSEs: A-C in Maths in English

**SUPERVISORY RESPONSIBILITY**

None