JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Job Description: Family Liaison Officer

Purpose of this role

To provide a complementary service to teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum.
To accurately and robustly maintain all correspondence and administration records relating to the requirements of students. To ensure that support is provided in a manner that is consistent with Braybrook Policy and best practice to meet statutory requirements and agreed service standards. Support the vision, aims and ethos of the school. This is a key post within the school, which requires diplomacy and sensitivity, as well as dedication and a highly efficient, organised and responsible approach.

Key Responsibilities

- Provide a single point of contact for students and families.
- Designated Safeguarding Lead
- To provide support to all students, liaising with SENCO when required.
- To complete written referrals when required.
- To Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families
- To maintain confidentiality at all times.
- Support all teaching staff by providing a visible presence during learning times and with student issues when required.
- Work with the SENCO regarding any SEN students who may require Pastoral support.
- Carry out weekly analysis of attendance data with particular reference to Pupil Premium children and work with families and teachers to overcome any potential barriers to learning.
- Identify with parents' reasons for their children's non-attendance. Ascertain the probable causes of the absences and implement strategies / action plans to resolve the situation – working closely with the pastoral team, the child and the child's family.

Other Specific Duties

- Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- follow Safeguarding and other agreed procedures, e.g. relating to the organisation of trips and visits and the ordering of goods;
- undertake such other duties as the Principal may reasonably require.