



Sherwood Foundation School

Job Description & Person Specification

Job Title: Family Liaison Officer

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

Sherwood Park Campus: This is a specialist school for learners aged 3 - 19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

Sherwood Hill Campus: This is a specialist school for autistic learners aged 3 - 19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and /or struggle to maintain a regulated state for learning.

Sherwood Manor Campus: This is a specialist school primarily for Autistic learners aged 11 - 19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult led learning environment so may need a highly individualised learning offer to meet their academic potential.

All staff are expected to work across all campuses as required.

All of our children have an Education Health and Care Plan and often have a number of dedicated professionals working with them in order to support them to reach their potential - we are very proud of our trans-disciplinary approach and place great emphasis on supporting our pupils to feel safe, well and emotionally regulated in order that they can achieve their best.

Sherwood Foundation School is a warm and friendly school, with high aspirations for our fantastic pupils



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Job Description

Post reporting to: Assistant Head for Pastoral Support & Designated Safeguarding Lead (DSL)

Will work in collaboration with all school staff, pupils and their parents / guardians, external agencies and others as necessary.

Overall Purpose of the Post

To ensure the safety of all students through robust safeguarding processes and improved outcomes and opportunities for children and their families by providing a range of family interventions and support.

Family Support Practitioner & Deputy Safeguarding Lead will:

Be responsible for the organisation and delivery of high quality support for vulnerable families and those in need of additional support. The role will encompass two key elements:

1. Improving outcomes for families by alleviating barriers to learning and improving communication and links between school and home.
2. Ensuring students are kept safe whilst at school under the support of the DSL and principal DSL. A key part of the role will be to act as Deputy Safeguarding Lead for Sherwood Park Campus / Sherwood Hill Campus / Sherwood Manor Campus

To promote and provide support for the families of vulnerable children and those encountering difficulties which could impact on the education and welfare of their children.

Main duties - Family Support

To be aware of the complex learning, therapy and health needs faced by our students and to be aware of the additional pressures this places on their families

To lead on identifying families in need of support by liaising with class teachers, wellbeing practitioners and therapists and the school's leadership team.

To, along with the Senior Leadership Team, develop positive home school links by liaising between families and the school to build confidence within the wider school community.



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To assess the needs of identified families and respond to those in need by offering support, advice and guidance with understanding and supporting the special needs of their child, financial and social issues as required.

To provide or organise the coaching, training and guidance for parents to build parenting capacity and develop skills in supporting and nurturing children and providing a stable home environment, alongside teaching, wellbeing and therapy colleagues.

To be directly responsible for liaising with outside agencies and to signpost parents to other sources of support.

To arrange and carry out home visits to build a picture of a family's needs and to provide advice, guidance and support if required

To work and liaise with the trans-disciplinary team regarding interventions and support in place for vulnerable children and work with the families to enable them to work collaboratively with the school to enhance the effectiveness of this support.

To offer parental interventions in an area of specialism e.g. sleep training, and deliver this intervention to families from all campuses

To complete and review assessments with families in order to support them with accessing the most appropriate support.

Liaise with outside agencies including, NHS services, CAMHS, Social Services, and to make referrals.

Main duties - Safeguarding

To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to the role within the school.

To be fully aware of the principles of safeguarding as they apply to vulnerable pupils with learning difficulties and complex health and wellbeing needs in relation to the role.

To monitor and support attendance.

To attend and prepare for in house safeguarding meetings and actively participate in safeguarding audits and reviews with governors and the LA.



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To act as the Deputy Safeguarding Lead for the Sherwood Park Campus / Sherwood Hill Campus / Sherwood Manor Campus and to make decisions about the need for further action when safeguarding concerns are raised

To work alongside the trans-disciplinary team with vulnerable children and families as a pre-emptive measure in order to reduce the risk of families moving into CIN/CP.

To complete MASH, CFCS & SPOC referrals as required.

To support the DSL with all CP/CIN issues including, writing reports, attending case conferences and all statutory CP meetings, organising and attending TAF and TAC meetings, arranging reviews and liaising with all outside agencies.

To be responsible for the transfer of all safeguarding files.

To ensure that the Safeguarding Lead and principal DSL is made aware of, and kept fully informed of any concerns you may have in relation to safeguarding and/or child protection.

To attend training as appropriate to the role.

To deliver safeguarding training in collaboration with the DSL.

To maintain accurate and up to date records and prepare detailed reports as required.

To ensure all records, files and minutes are kept confidential, are within OFSTED guidelines for Safeguarding and that information is passed on to relevant persons.

Main duties - Personal Responsibilities

To play a full part in the life of the school community, supporting its vision, values and ethos and encouraging staff and pupils to follow this example.

Be an excellent communicator working closely with all members of the transdisciplinary team, being skilled at conflict resolution.

Actively promote school policies and procedures.

Take an active part in events in the school calendar, maintaining a visible presence at school events.

Be responsible for your own continued professional development.

Comply with the school's Health & Safety policy, undertaking risk assessments as appropriate.



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Be courteous to colleagues, visitors and telephone callers and provide a safe, welcoming environment.

Inspire trust and confidence.

Be respectful and professional.

Engage and motivate families and staff and work as part of a team.

To be a staff mental health first aider.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher in consultation with the post holder.

This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

Work is mostly within school hours with some flexible hours for evening or for significant events in the school calendar.

SAFEGUARDING RECRUITMENT STATEMENT

Sherwood Foundation School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check.



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Person Specification

Qualifications & Training	
Level 2 Qualifications in English and Mathematics	E
Relevant childcare, education, social care or health qualification to at least NVQ Level 3 or equivalent and/or considerable experience	E
Up to date Designated Safeguarding Lead Training or willingness to complete this	E

Training in a specialist area of parental support e.g. sleep training or a willingness to complete this	E
Training in as a mental health first aider or a willingness to complete this	E
Nationally recognized qualification in education.	D
Experience	
Experience of handling complex Child Protection.	E
Experience of working with families of children with SEND	E
Ability to deal with difficult situations.	E
Working with families and delivering effective support for families.	E



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Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services, ideally those with learning difficulties or special needs	E
Able to set up and deliver programs of family support work including group work, community activities and training as appropriate to need.	D
Knowledge	
Safeguarding and child protection knowledge with up to date current practice through updates and refresher training.	E

Training in community work, counselling skills, or similar.	E
Training in facilitating parenting groups or experience of successful signposting.	E
Thorough knowledge of statutory services and relevant children's legislation especially child protection and safeguarding.	E
An understanding of the complexities and issues the families of children with complex SEND, including those with learning disabilities and neurodivergence	E
Knowledge of the education system and school attendance process.	D
Understanding of child psychology and barriers to learning	D
Experience	



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Ability to work with children and families in a variety of settings within school, at home or in the community.	E
Ability to work flexibly and supportively with parents and carers.	E
Ability to work in close partnership with teachers and other professionals as well as external agencies, voluntary groups and service providers.	E
Excellent interpersonal skills with the ability to communicate effectively with children and adults, individually and in groups.	E

Be tactful, diplomatic and sensitive with a good sense of humour.	E
Ability to take responsibility and work on initiative within set boundaries.	E
Excellent organisational and time management skills	E
Excellent oral and written communication skills including a sensitive approach to children and adults.	E
Ability to keep clear, accurate records.	E
Ability to maintain confidentiality.	E
Be a confident and skilled user of ICT – able to use it with children and parents.	E



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Be reliable and trustworthy, able to use judgement in receiving and dealing with sensitive information.	E
The resilience to deal with challenging situations involving parents under stress and Child Protection issues.	E
Involvement in TAF/TAC / CIN / CP meetings.	E
Able and willing to speak confidently to a range of audiences.	D
Personal Qualities	

Positive view of children and young people with disabilities	E
Flexible approach to supporting children and families.	E
Ability to maintain a professional manner in challenging situations.	E
Confidence to challenge behaviour that is outside of our policies and procedures.	E
Confidence to challenge other professionals.	E
Commitment to self-development and willingness to undertake further training.	E
Special Requirements	
No adverse criminal record and full enhanced DSB clearance	E



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Visiting families in their homes is an essential requirement of this post.	E
Flexibility in work patterns may be required sometimes.	E
Able and willing to work flexibly as part of a team	E
Full driving licence	D
Car owner or access to transport	D