

Family Liaison Officer

Job Description and Personal Specification

PURPOSE OF THE POST

- To support, under the direction of the Senior Family Liaison Officer and DSL (Deputy Head) the continuation of a strong culture of safeguarding across Elms Bank School and College.
- To support the coordination of the work of the Engagement and Wellbeing Team support practitioners, being a point of contact to aid the operational functions of the team.
- To be an operational DDSL, under the guidance of the Senior Family Liaison Officer for the school and college.

DUTIES AND RESPONSIBILITIES

- To lead safeguarding interventions and actions across the school, under the direction of line managers
- To receive and coordinate referrals, arranging actions and reviewing services for children and families through the TAF process and across the continuum of need.
- To maintain accurate, confidential and up to date documentation on all cases of social care, safeguarding and child protection.
- To monitor, and quality assure the recording of safeguarding information, providing advice and guidance to staff.
- To work directly with children in need and their families in the community.
- To promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
- To provide support and guidance to carers and as part of our wider parental engagement strategy. This may include facilitating parental workshops/delivery of programmes.
- To lead meetings (TAF/CIN/CP) and attend a range of other meetings to ensure that each vulnerable young person receives the very best input from a range of services.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- To lead with colleagues in all aspects of supporting the safeguarding of young people.
- To contribute to the in the development and delivery of safeguarding training and CPD across Elms Bank.

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- To ensure that the school promotes a positive image in the community in all matters related to the care of young people.
- To help lead the commitment to safeguarding ethos and promote the welfare of children and young people ensuring that they are protected from harm. To be able to recognise the additional barriers which children with SEN/D face in remaining safe, and to advocate for them.
- Attend home visits where required.
- Attend meetings as appropriate and record accurate minutes as required.
- Attend staff/development meetings at school, as required.
- Undertake administrative tasks as necessary.
- To communicate effectively to all members of the Partnership and the wider community, in particular, on matters concerning pupil safety, behaviour, and attendance.
- Contribute to the overall visions, values and aims of the school.
- Appreciate and support the role of other professionals to best meet the needs of the pupils.
- To be committed to the principles of on-going professional development and to undertake appropriate training as required.
- To undertake any other duties and responsibilities commensurate with the salary or instructed by SLT.
- Monitor and respond to external and internal enquiries relating to Early Health and Safeguarding.
- Engage in coaching and reflective practice.
- Work with some autonomy on a caseload of students as well as part of the engagement and wellbeing team.
- Keep Senior Family Liaison Officer and DSL updated with significant concerns and incidents.
- Attend and contribute to team meetings, safeguarding briefings and other meetings as required.
- Provide cover for colleagues or multiagency meetings as needed.

CORE RESPONSIBILITIES AND DUTIES

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- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

CRITERIA

Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

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ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none">NVQ 3 level qualification or equivalent in child development, youth work, community, or school based subject. Applicants with results due are able to apply.GCSE A* - C in English, Maths and ICT or Level 2 Key Skills qualification in English, Maths and ICT. Applicants with results due are able to apply.Experience of working with children and young people in relation to child protection and safeguarding issues.Experience of working with / supporting SEN/D pupils and an understanding of the barriers they face in relation to safeguarding, engagement with learning and wellbeing.Proven experience of acting as lead professional on Early Help including completion of Early Help assessments.Experience of working autonomously, managing a caseload of young people.		<ul style="list-style-type: none">Education to degree level or equivalent experience in a relevant field, e.g., teaching, social work, nursing, youth work.Child Protection Level 3 trained/ DSL trained/be willing to undertake training.	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none">Experience of and ability to demonstrate leadership qualities in responding to and managing safeguarding concerns.Thorough working knowledge of child protection legislation, statutory guidance and LA procedures for safeguarding young people including levels of intervention (LAC, CP, CIN, Early Help, Universal).Clean Driving licence and willingness to complete home visits as required.Ability to use ICT software such as Microsoft, CPOMS, and other packages.Ability to communicate effectively with a range of stakeholders.Experience of providing mentoring/coaching of colleagues in relation to child welfare.		<ul style="list-style-type: none">Experience of building community/voluntary/ parent/ carer and partner agency links.Experience of leading a team or community project/ area of school development.Experience of delivering training or workshops to stakeholders	
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL			

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- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- Establish constructive relationships with parents and carers.
- Able to improve their own practice through observations, evaluations and discussion with colleagues.
- Excellent attendance record.