



nishkamschooltrust

Job Title

Family Liaison Officer

Salary

Grade 5 (FTE: £23,234 - £26,946)

Pro-rata salary for 40 hours per week and 40 weeks: £20,407.73 - £23,668.19

Reporting to:

Headteacher

Responsible for:

Safeguarding, attendance and pupil welfare

Location:

Nishkam Primary School Wolverhampton

Nishkam Primary School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

As a key member of the Trusts pastoral and teaching support team you will complement the professional work of teachers by working with pupils experiencing health, social emotional and behavioural difficulty and / or at risk of social exclusion / disaffection and their families, so they can participate fully in home and school activities in order to achieve their full potential. The incumbent is also responsible for making a contribution to the planning and delivery of programmes within a specialist area across the school; and to support delivery of the curriculum to pupils requiring additional educational support

Duties & Responsibilities

Family & Pastoral Support

- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- To work with families, accessing resources, to help increase their involvement in the education and welfare of their children
- To undertake an active role in promoting liaison between parents, school staff, community and statutory teams and agencies as appropriate including operating the Friends of Nishkam Scheme
- To track and monitor families in receipt of the PPG providing specific interventions for families
- To establish and maintain positive supportive relationships with pupils and their families
- To advise on practical childcare and parenting skills, including how to meet the emotional needs of children e.g. play, setting boundaries and consistent discipline.
- Take appropriate action to tackle disaffection and to promote attendance at school by providing advice, support and information
- To design co-ordinate, run and evaluate small group activities to involve children and / or parents and address the problems which have created disaffection and promote attendance
- To co-ordinate, monitor and evaluate projects and activities set up to support the pastoral needs of pupils in the school.
- As an additional Deputy Safeguarding Lead to deputise in the absence of the Designated Safeguarding Lead to ensure that issues arising are dealt with promptly and effectively, escalating as required.
- To carry out CAF (Common Assessment Framework) assessments and attend TAC (Team around the Child) meetings as required.
- To work collaboratively with professionals from a range of agencies supporting the child and family
- Represent the school at CIN (Child in Need), and possibly Core Groups as required
- Follow procedures laid down in the school's Child Protection Policy for reporting any allegations
- To provide advice regarding referrals to other agencies

	<ul style="list-style-type: none"> - To maintain appropriate and confidential written records - To have knowledge of extended school provision within the local area to support our pupils - To work within the safeguarding thresholds and co-ordinate all Early Help using the Eclipse system - To assist in maintaining professional standards within the School and to apply School policies and procedures in your work with children and families. - To actively participate in planning, documentation and to maintain accurate records contributing to written reports as required.
Attendance	<ul style="list-style-type: none"> - Monitor attendance, maintaining absence data and identifying patterns of attendance; provide initial first line contact parents concerning non-attendance, conducting monitoring reviews during home visits as required. - Advise and assist parents/carers to maintain regular school attendance of their children - Communicate clearly to parents/carers the attendance procedures and expectations of the school - Contributing towards closing of the attendance gap between pupil premium pupils and non-pupil premium pupils, with an ambition for this to be zero - To work towards improving whole school attendance towards and above national average - Collect and analyse attendance data to enable identification and tracking of pupil attendance - Monitor and track whole school attendance and punctuality and arrange for letters where appropriate - Provide detailed analysis and evaluation of data and produce detailed reports/information as required for senior leadership team and governors - Produce termly reports for the Headteacher and Governing Body
HR	<ul style="list-style-type: none"> - Oversee all DBS checks and take responsibility for the Single Central Record - To administer the day to day activities in the recruitment process - Ensuring candidates information packs and interview packs are accurate and issued in a timely manner - Organise and communicate interviews. Ensure candidates and managers are kept informed of the process at all times - To regularly audit personnel files to ensure continuing compliance with Data Protection Act and company standards - Liaise with HR Provider on HR issues, where required - Maintain Employee files
Other requirements	<ul style="list-style-type: none"> - A positive approach to upholding the rights of children. - A positive approach to working in equal partnership with families and their communities - A flexible approach to work which may include the need to work outside normal working hours. - Anything additional as directed by the Headteacher

Signature of Manager:

Date:

____ / ____ / ____

Signature of Postholder:

Date:

____ / ____ / ____

PERSON SPECIFICATION

<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>
Qualification or Training:		<ul style="list-style-type: none"> NVQ L3 or equivalent qualification in Childcare, Health or Family Support
Experience & Knowledge:	<ul style="list-style-type: none"> Experience of working in partnership with families and children to achieve positive changes in their lives. Experience of engaging local people in the community involvement activities and in outreach. Experience of working with families experiencing difficult times. Experience of working with children/parents/carers with special needs. Experience of team working. Experience of planning and delivering services for children/parents/carers. Experience of working with other agencies. Experience and understanding of the issues of working in an area of disadvantage. Experience of working with confidential information and the understanding of child protection issues and procedures. Excellent working knowledge of Microsoft Office programmes to include Excel and Word Understanding the importance of safeguarding Excellent Literacy and Numeracy skills Experience of analysing and reporting on attendance data using appropriate software. 	<ul style="list-style-type: none"> Knowledge and understanding of child growth, development and key stages of the curriculum Understanding of issues affecting families
Practical Skills:	<ul style="list-style-type: none"> Able to communicate effectively both verbally and in writing with a wide range of people Ability to work effectively in partnership with families, children, staff and other professional bodies/agencies. Ability to relate to children, parent/carers who have varying needs and life experiences. Be able to problem solve in a creative and innovative way if required. Be competent in providing for the needs of our children. Ability to facilitate adult/child focussed groups. Excellent organisational and time management skills. IT skills to use a range of software 	

	<p>programmes</p> <ul style="list-style-type: none"> • The ability to work in a team and individually. • The ability to produce detailed reports with accuracy and attention to detail • Flexible approach • Good organisational skills • Excellent communication skills both written and spoken • Efficiency, accuracy and attention to detail 	
Personal Qualities	<ul style="list-style-type: none"> • A willingness to undertake training. • Willingness to share expertise, skills and knowledge. • Sensitivity to the aspirations, needs and self-esteem of others. • Commitment to team working. • Willingness to address challenging issues with clarity of purpose and diplomacy. • A positive approach to upholding the rights of children. • A positive approach to working in partnership with and empowering families and their communities. 	
Other:	<ul style="list-style-type: none"> • To continue personal development as agreed in performance management. • Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the school. 	