

Job Description	
Post:	Family Liaison Officer
Pay Scale:	Grade 6 SCP 19-24
Responsible to:	Deputy Headteacher/DSL
Main Location:	St Monica's RC High School
Main Duties	
<ul style="list-style-type: none"> • To work as part of the Pastoral Support team at the school to support the Safeguarding Led in facilitating and developing safeguarding and child protection policies, training, procedures and guidance. • To work with the attendance officer to oversee the attendance of all pupils across the school, identifying patterns of absence and to liaise with parents with the intention of developing strong relationships between the school and home to improve behaviour and/or attendance. • To offer emotional and practical support to parents and students, as required. • To have a good understanding of the impact of social, emotional, mental health (SEMH) on attendance. • To lead on Emotionally Based School Avoidance questionnaires and plans. • To liaise with external agencies, as required, and have a good understanding of how they function e.g. CAMHS, Education Welfare, Social Services etc., and signposting as appropriate. • To provide strategies and action plans to improve engagement with the school. • To lead on Early Help Assessments, as required. • To liaise with colleagues, for example: SENDCo, Safeguarding Team and external partners. • To conduct meetings, welfare/home visits etc., as required, ensuring that all actions are followed up in line with safeguarding requirements. • To assist with all attendance matters, as required. • To keep accurate records of all students worked with and produce reports for senior leaders and governors, as required. 	
Professional standards and development	
<ul style="list-style-type: none"> • Take responsibility for and participating in continuing professional development. • Be a role model to students through appropriate personal presentation and professional conduct. • Support all the School's policies and ethos. • Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network. • Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation. • Reflect on own professional practice. • Take responsibility for and participating in continuing professional development. 	
Continuing professional development and formation	

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE in English and Mathematics Grade A*-C, or GCSE level 4-9, or a Level 2 qualification in Literacy and Numeracy or equivalent level of education	Essential	A/C
A relevant level 3 qualification, or equivalent	Essential	A/C
Degree or equivalent qualification	Desirable	A/I/C
Knowledge & Experience		
Experience of working with parents/carers, children and young people who require support, in a school or similar setting	Essential	A/I
Experience of working in a secondary school setting	Desirable	A/I
Experience, knowledge and understanding of appropriate legislation, policy and guidance	Essential	A/I
Experience of working with challenging students	Desirable	A/I
Experience of working with families/parents who require additional support	Desirable	A/I/R
Experience of working collaboratively with parents/carers and other external stakeholders	Desirable	A/I
Technical Skills & Ability		
Good ICT skills, particularly word, excel and outlook	Essential	A/I
Understanding of special educational needs (SEN), disabilities, behavioural and mental health needs	Desirable	A/I
Special working conditions		
Able to be mobile during the working day	Essential	A/I
Ability to/willingness to work off-site as required, e.g. home visits	Desirable	A/I
Flexibility to adapt to changing workload demands e.g. able to work outside of normal working hours in emergency situations	Essential	A/I
Personal characteristics		
Excellent oral and written communication skills	Essential	A/I/R

Demonstrable problem solving, decision making, influencing and analytical skills	Essential	A/I/R
Able to plan, prioritise and work effectively in order to meet deadlines	Essential	A/I/R
Able to build good relationships with children, staff, parents/carers and external stakeholders	Essential	A/I/R
Excellent team player with a positive attitude and the ability to inspire and motivate	Essential	A/I/R
Flexibility to adapt to changing workload demands e.g. able to work outside of normal working hours in emergency situations	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R