

JOB DESCRIPTION

JOB TITLE: Family Liaison Officer

RESPONSIBLE TO: Line Manager

LOCATION: Wrotham Road Primary School

PURPOSE OF THE POST:

To engage with parents / carers and families to provide early intervention support and guidance to increase engagement with the school and improve learning outcomes for pupils.

MAIN ROLES AND RESPONSIBILITIES

Key duties and responsibilities

- Establish and foster good relationships with parents/carers of children at the school and encourage good home/school communication
- Liaise with teacher and encourage effective dialogue between parents/carers and teachers regarding their child's progress
- Provide advice and guidance to parents/carers to reinforce their self-esteem and ability to provide good parenting
- Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, health earing and attendance.
- To work with parents/carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this
- To work with the Headteacher/Senior PSA to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning
- Encourage parental involvement in the school and its activities and deliver a range of family related

	<p>activities to promote parental involvement in the school</p> <ul style="list-style-type: none"> • To signpost families to sources of advice and guidance within the local community and via other agencies • To liaise with other agencies supporting families and assist with referrals as appropriate • To maintain accurate records and share information with colleagues as appropriate and refer on as required • Liaise with the school's child protection officer to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
<p>Responsibilities for Data Protection</p>	<ul style="list-style-type: none"> • Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies. • Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018. • Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs). • Support the processing of subject access requests (SARs). • Attend data protection training as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this



commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature:

Postholder's name:

Date:

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	Knowledge and skills equivalent to national qualifications level 3
Experience	<p>Previous experience of working with children and families in the public, private or voluntary sector</p> <p>Experience of facilitating groups</p>
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication, listening and observation skills • Ability to deal with difficult/sensitive situations • Ability to manage confidential information • Organisational abilities and accurate record keeping skills. • Ability to facilitate parenting skills. • Good inter-personal skills
Knowledge	<ul style="list-style-type: none"> • Sound knowledge and understanding of child growth and development • Knowledge of the parenting needs of children • Knowledge of barriers to learning • Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting

Postholder's signature: _____

Postholder's name: _____

Date: _____