



## Job Description

<b>POST:</b>	<b>Family Liaison Officer</b>
<b>RESPONSIBLE TO:</b>	<b>Principal</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>SALARY:</b>	<b>OCL SCP 13-17 (plus Local Government Pension Scheme)</b>
<b>LOCATION:</b>	<b>Oasis Academy Marksbury Road</b>
<b>WORKING PATTERN:</b>	<b>Term Time Only</b>
<b>DISCLOSURE LEVEL:</b>	<b>Enhanced Criminal Records Disclosure with Barred List Check</b>

### **JOB PURPOSE:**

To develop and foster a trusted relationship and co-operation between Lord's Hill Academy and parents/carers, health services, other education and social care services and the community. To have an over-view of local community issues and to be an advocate for these within the Academy and wider Trust work for the South Coast region.

### **SPECIFIC RESPONSIBILITIES:**

- A. Maintaining and developing links between the Academy, home and support services.
- B. Work with the Attendance Manager and Attendance Officer to develop and implement strategies for encouraging pupil attendance, working through both academy specific strategy and upholding the OCL attendance policy.
- C. Work strategically with the Academy Senior Leadership Team and leaders of attendance, admissions and the Hub team, to work with individual pupils when issues from home are affecting or likely to affect their attendance and/or learning at the Academy,
- D. Support parental involvement in their child's education and engage with youth work services and the wider community support teams in our Oasis South Coast Region to enable students to attend regularly.
- E. To support families through the sourcing and provision/publication of information and where necessary, advocacy, with a wide range of matters such as new to country, bereavement, family breakdown, mental and physical ill health, debt, drug and alcohol misuse and support for mental health and well being.
- F. Encourage parental/carers attendance at support meetings and workshops where these are targeted to benefit their child's educational development.

- G. Innovating new ways of working with our families and communities so that the engagement with our families is purposeful in helping students attend, achieve well and benefit from the enrichment opportunities we are growing for students and our families.
- H. Link with other agencies where this would assist in raising achievement for students and in creating and sustaining supportive family settings.
- I. Work with parents, carers and members of the community in a confidential and culturally-appropriate manner.
- J. Make initial contact with all new admissions students and families through introduction, well planned induction meetings and support with families who do not speak English, so that all families and students receive a good start to being part of our Lord's Hill Academy community.
- K. Attend weekly pastoral meetings with safeguarding, attendance and admissions teams to feed into wider Academy intelligence about our families.
- L. Identify and explore and, with reference to the Principal, apply for, external funding sources and/or opportunities which can bolster the support the postholder and/or wider Academy can offer to its parent/carers.
- M. Maintain appropriate records and confidentiality.
- N. Take part in monitoring and evaluation of the work carried out at Academy level and local regional level
- O. Assist in the preparation and planning for and through escorting and supervising students on, educational visits and out of academy activities.
- P. Be actively involved and visible presence when supervising students between lessons and when entering and leaving the Academy site.

## **ORGANISATIONAL RESPONSIBILITIES**

### **Safeguarding children and young people**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

**OTHER:**

The above responsibilities are subject to the general duties and responsibilities contained in your Contract of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

# Person Specification

## Family Liaison Officer (FLO)

### Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Maths and English GCSE grade A* - C / 9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent.</li></ul>	<ul style="list-style-type: none"><li>First Aid Certificate</li></ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"><li>Experience of working within an educational setting in a pastoral capacity and preferably in an educational setting.</li><li>Experience of building and maintaining supportive relationships with a range of stakeholders, both within setting and beyond, including general public/community, local authority officers, volunteers.</li><li>The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English'</li><li>Demonstrate sound knowledge and understanding of:<ul style="list-style-type: none"><li>Effective child protection and safeguarding practice and procedures,</li><li>The DfE SEND Code of Practice (Jan 2015) <a href="#">SEND code of practice: 0 to 25</a></li></ul></li></ul>	<ul style="list-style-type: none"><li>Experience of working with multi agencies (eg. Social services, health care professionals)</li></ul>

	<p><a href="https://www.gov.uk">years - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>○ DfE (May 2022) <a href="https://www.gov.uk">Working together to improve school attendance - GOV.UK (www.gov.uk)</a></li> <li>• Good IT skills.</li> <li>• Ability to analyse and use data and other sources of information to write robust reports for different audiences.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills and ability to manage competing demands through secure planning and time management .</li> <li>• Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders</li> <li>• Ability to communicate ideas and issues effectively to a wide range of individuals and groups.</li> <li>• Ability to provide practical and innovative solutions to the management of complicated and sensitive issues</li> <li>• High level of discretion and confidentiality</li> <li>• Reliability, motivation, adaptability and resilience under pressure</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with students and their families</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> <li>• Emotional resilience in working with</li> </ul>	

	<p>challenging behaviours and attitudes to use of authority and maintaining discipline</p> <ul style="list-style-type: none"> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.</li> </ul>	
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