



JOB DESCRIPTION	
Post Title	School/Parent Liaison Officer
Status	Permanent - On site role
Line Manager	Headteacher
Pay scale	GLPC 28 – 34, £40,755 - £46,512 (FTE 1.0), £35,461.57 - £40,470.82 (actual salary) Salary paid based on the following: Term Time (39 weeks) plus 2 weeks (1 week during Easter & 1 week during the Summer holiday period), 36 Hours per week
Start time	As soon as possible

“It takes a village to raise a child”.

PURPOSE OF THE JOB

- To develop communication, voice and active role of Parents and families at The Village School. To raise awareness of rights, opportunities, and services to support our learners.
- To provide support in understanding the SEND reforms, the role and importance of parent voice in Education Health Care Planning and review.
- To work with independent authority (Connexions/Prospects) to support planning and signposting for parents and families to key services and providers.
- To support our parent community in playing an active role in the life of the school
- To support the school systems for target-setting and reporting to parents.
- To work with families and external agencies to ensure that attendance of our learners remains high
- To support Transition for students throughout the school and attend transition meetings as required and communicate with all external agencies in connection with Transition as required
- To prepare paperwork as required for meetings
- To prepare and maintain electronic records
- To take notes at meetings as required



KEY ACCOUNTABILITIES (AND SPECIFIC DUTIES/ RESPONSIBILITIES):

- Development planning to raise the participation, involvement, awareness, and empowerment of our parent body, in consultation with and reporting to the Senior Leadership Team. Organisation of Parent events in response to areas of need.
- Accountable for supporting for Parents in school and in home in understanding and providing for their child's SEND, including strategies and signposting to key service providers.
- Responsible for organisation of parent group meetings and facilitation of trainings
- Organisation of parent events around options within the local authority.
- Liaison with the parent body through the Newsletter, Website and email Liaise with teaching staff, therapist, behaviour support and Senior Leadership Team to support pupil centred planning.
- Responsible and accountable for managing a caseload of families receiving direct intervention support, setting targets, and reviewing progress Day-to-day liaison with parents in response to issues and concerns and signposting to support.
- Recording and reporting on attendance of pupils for the Senior Leadership Team and in preparation for Governor's meetings
- Creation and maintenance of records for pupils in relation to transition into or out of the school, ensuring these records are available to all relevant staff.
- Be responsible for liaising and communication (internal and external) in relation with Transition, as directed by Senior Leader
- Be responsible for setting up and attending meetings in relation to student transition and follow up tasks to completion of process.
- Be available for note taking at meetings where required.
- As and when business requirements dictate utilise knowledge and skills to fully support all administrative areas across Support Services.
- Support with the line management of admin staff to fulfil their roles and ensure continuity of service in reception.
- Additional aspects of the work
- The post holder will be required to attend professional meetings and home visits, outside of the school day.
- The post holder may need to be available to undertake residential/offsite activities during term time that may extend beyond the school day.
- The postholder must be available for parents' evenings.
- Participate in the training and development of support staff as required.
- Provide advice and guidance to staff, pupils, and others, working within the guidelines of policies and procedures of the Trust.
- Ensure that reports are produced, sent to stakeholders, and/or returned to the relevant local authority within the legal timeframe.
- Participate in training and development activities and programmes and attend and participate in meetings as required.
- Appreciate and support the role of other professionals and establish constructive relationships and communicate with other agencies and professionals.
- Comply with, and assist with the development of, policies and procedures, and report all concerns to an appropriate person, in respect of:



- child protection,
- health, safety, and security,
- confidentiality, and
- data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote Equal Opportunities.
- The post holder is required to undertake additional such duties as may be reasonably expected within the scope and grading for the post.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to the vision and values of CLP.