**JOB DESCRIPTION**

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust‘s Mission Statement and Values.*

**Job Title:** Senior Family Liaison Officer

**Responsible to:** Trust Vulnerability Lead

**Purpose**

* To work holistically on early identification and prevention with families to improve children’s wellbeing both socially and academically.
* To provide support for parents/carers and pupils at times of change and stress.
* To engage parents in supporting their children’s education.
* To make links between the home, school and other relevant community resources.
* To work with staff and pupils to ensure children’s smooth transition into and around the school, especially during unstructured times.
* To ensure health care plans are in place and reviewed annually.
* To support staff to understand their safeguarding responsibility through delivery of training and regular staff updates.
* To work as the Early Help Lead for the academy school.
* To work in families homes outside of main school hours to support with behaviour.
* To deliver and evaluate parenting programs and group interventions.
* To manage lunch time pastoral provision.
* To provide supervision to pastoral and behaviour support staff.
* To deliver, run and evaluate transition programs across the trust schools.
* To be a Trust Champion for a specific need such as Self Harm, Attendance, Domestic abuse or Early Help.
* Line management of up to three pastoral assistants – Primary Only
* Deputy for Designated safeguarding lead

**Accountability**

* To work under the direction of the Trust Vulnerability Lead.
* Have regard to the Trust’s aims, objectives and policies and participate in arrangements for the appraisal of own performance.
* To be prepared to provide support for individual children to enable them to participate fully in class activities as appropriate.
* Assist with observation and monitoring of the progress of children, giving close attention to early identification and prevention of difficulties, for example absence habits and risk of exclusion.
* To advise on practical child care and parenting skills, including how to meet the emotional needs of children for example setting boundaries and consistent discipline, according to the requirements of the agreed care plan.
* To promote the self-esteem of family members, helping them to develop personal and interpersonal skills which will enable them to respond to each other’s needs by communicating openly.
* To keep up to date and accurate notes of visits/observations/telephone calls etc. To contribute to/write reports for case meetings and case conferences as required. To assist in planning for meeting the needs of children.
* To attend supervision, seminars and meetings and undertake training as required to develop the post holders own skills in helping parents and children.
* To act in accordance with the Equal Opportunities Policy and undertake training as required by the academy’s action plans.
* To write and review Health Care Plans annually to ensure that a student’s health needs are met within school.
* To line manage and provide supervision to the pastoral staff within the academy school.

**Duties will include**

* Support, in a practical and advisory capacity, those pupils and families who are referred to you through the academy referral system ensuring that all work undertaken forms part of an overall plan – liaison with school staff is essential.
* Organise and administer parent sessions on a regular basis, including delivery of parenting programs
* Assist and offer advice to parents/carers with practical arrangements to ensure that pupils are punctual and attend appointments e.g. hospital therapy sessions. Work closely with supporting agencies when appropriate, e.g. AAP.
* Support families whose children are often late for school in consultation with the AAP and other school staff. This includes but is not limited to undertaking the third day absence home visit.
* Attend regular cluster meetings and Medway Home School Support Worker meetings.
* Liaise on a regular basis with the Headteacher, teachers, teaching assistants and attendance officer within the academy for information on children and families.
* Lead any Early help assessments of pupils at the designated academy as appropriate. Chair early help review meetings as the school early help lead.
* Attend meetings with other agencies e.g. Social Care, to support the welfare needs of pupils and parents.
* Plan and deliver interventions, either in groups or individually with young people.
* To write reports for court, governors, the local authority and the Trust Vulnerability and attend relevant meetings
* To ensure staff meet the requirements of all safeguarding legislation.
* To work alone in family’s homes at times.

**Working Environment**

Will be academy based but may involve home visits and meetings with other agencies and organisations or community bases.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to the Trust’s Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Line Manager in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

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 Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed ………………………………………… Date ………………………………….

On behalf of the Skills for Life Trust

Signed…………………………………………. Date…………………………………..

Employee

**Person Specification**

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| --- | --- | --- |
|  |  | **Essential/Desirable** |
| **Physical** | Ability to communicate with staff, pupils, parents and outside agencies with a polite, professional manner | **E** |
| **Qualifications** | Good standard of education to include English and Maths at GCSE (or equivalent) at Grade C | **E** |
| **Specialist Knowledge** | Demonstrable knowledge of the principals involved in giving advice and guidance to children/young people, including the place of confidentiality.  Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work  Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and families.  Understanding of ‘Framework for the Assessment of Children in Need and their Families’  Ability to summarise clearly and concisely and articulate concepts and proposals  Ability to produce concise and complex reports  To be able to evaluate theoretical research-based information  An understanding of ECAF and the ‘Early Help’ process.  Knowledge of Academy’s Information Systems | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D** |
| **Skills** | Ability to maintain student records and write other short reports as required.  Ability to record and produce minutes from safeguarding meetings.  Ability to work on one’s own initiative, balance competing priorities and organise a work schedule.  Ability to motivate children/young people by establishing empathic and supportive working relationships.  Ability to work as part of a team to reach agreed targets and outcomes for children/young people.  The ability to use word processing packages and the internet.  Experience of working with children including work within Child Protection and Multi-Agency liaison. | **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **Experience** | Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work.  Extensive experience of working effectively with the parents /carers of children / young people.  Relevant experience of child protection and safeguarding.  Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency.  Experience of working in a multi-agency environment. | **E**  **E**  **E**  **E**  **E** |
| **Other Requirements** | Ability to work flexibly  Self-motivated and able to prioritise a demanding workload.  To be professionally assertive and clear thinking, able to negotiate.  To be able to operate as part of a team.  A full valid driving licence and the use of a car. | **E**  **E**  **E**  **E**  **E** |