



The Cornovii Trust



We require: TRUST FAMILY LIAISON OFFICER

The exact hours can be negotiated at interview. Permanent positions, required ASAP

Hours: 37 hours per week; 39 weeks [term time plus one week]

Grade 6: £22,796 - £25,385 p.a. (actual salary)

[Whole year £26,421 -£28,770 FTE]

+ Pension Scheme (LGPS)

Responsible to: SLT pastoral links in each school/Family Liaison Senior Officer

The Cornovii Trust currently consists of 6 schools and we operate in 2 geographical hubs.

Hub 1: Alsager School, Alsager Highfields Primary and Weston Primary School.

Hub 2: Audlem St. James Primary School, Brine Leas School and Pear Tree Primary – all in Nantwich.

Thank you for your enquiry about the above post. It is a part-year post and the successful applicant will join the trust's pastoral teams. Working during the term-time and for up to 5 days/evenings, including staff training.

The role is to support our pupils needs as part of our pastoral team, you should have a genuine interest in helping pupils to overcome any barriers that may be in place to stop them from learning. Formal qualifications are preferred but not essential, however good literacy and numeracy skills and experience in supporting SEN would be an advantage. A sense of humour is a definite prerequisite!

You must be prepared to undertake travelling as part of your duties.

As our Family Liaison Officer you will work collaboratively with our pastoral teams, attendance teams, SENCO's, teachers, teaching assistants and other support staff, within a framework prescribed by the trust and schools in accordance with our policies, to enhance the wellbeing, development and education of the children. The post is primarily hub based (see above) but there may be a requirement to work across the MAT.

Applicants should have a good general educational background and be computer literate. Knowledge of management information systems would be an advantage but not essential, as appropriate induction and training will be provided when in post.

About The Cornovii Trust:

Formed in September 2022, following a merger of two smaller MATs. We are a local trust providing support for local schools, children and families.

The Cornovii Trust and our schools is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing bodies, dedicated staff, and supportive parents. Children of all

The Cornovii Trust, Hassall Road, Alsager, ST7 2HR
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abilities make impressive progress throughout the key stages across our schools. We are a high performing trust and based on recent Ofsted gradings, all our schools are graded as at least 'Good' in all areas.

I would strongly urge you to get more of a 'feel' for the life of The Cornovii Trust and our schools by visiting our website www.thecornoviiitrust.org. We hope this information will encourage you to apply.

Principal Responsibilities:

To work collaboratively with teaching staff and work with other support staff to enhance the development and education of children in accordance with the aims and policies of the schools/trust.

The following duties and responsibilities will be carried out after consultation with the SLT/Pastoral links.

- 1 To act as a point of contact in school for families in need of support.
- 2 Manage, implement and review any support strategies in place for families within school.
- 3 To help identify and address the needs of children and families who need help to overcome barriers to learning.
- 4 To help families in the support of their child's learning and well-being.
- 5 To support parents in developing resilience and independence in accessing support and participating in school and community life (building social capital).
- 6 To reduce school absence levels for key vulnerable pupils.
- 7 To liaise with the SLT/SENDCO in order to identify those children who would benefit most from family support work & create an appropriate action plan.
- 8 To instigate and maintain positive relationships with families.
- 9 To sign post families and refer to single agency support if needed.
- 10 To work with the school attendance team to identify and support families where school absence levels are a concern.
- 11 To ensure records and files are kept up to date.
- 12 To ensure all records, files and minutes are kept confidential.
- 13 To link with members of the leadership teams to ensure actions from CiN meetings and CP meetings are in place.
- 14 To promote an open door policy for families, including meeting children and families for adhoc or short-term interventions.
- 15 To meet and maintain contact with the families of the vulnerable pupils who have been identified for support, to gain insight into the family and provide parenting strategies when required.
- 16 Under the direction of the Pastoral Leads/Headteachers, annually review the impact of the FLO role on support and outcomes for our families and set targets for development.
- 17 Liaise with appropriate outside agencies to support the identified children and families, following advice given.
- 18 Carry out home visits when appropriate in line with the trust's Lone Working Policy.
- 19 Attend relevant training linked to the FLO role as agreed with line manager.
- 20 Support children within the classroom environment when appropriate.
- 21 Implement interventions along with outside agencies, to plan and evaluate these.
- 22 Be motivated and work professionally within the pastoral support team.
- 23 Carry out other duties as outlined by the Pastoral Leads/Headteachers pertinent to the post and needs of the school.





PROFESSIONAL CHARACTERISTICS

- Demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:
- Inspiring trust and confidence
- Being respectful and professional
- Engaging and motivating families
- Analytical thinking
- Using initiative and creativity
- Able to work as part of a team
- Excellent communication skills
- Awareness of emotional need linked to pupil behaviour and safeguarding

Notwithstanding the detail in this outline, in accordance with The Cornovii Trust, flexibility policy the Jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our trust and schools, we are keen to appoint only staff of the highest ability or with the greatest promise. Working within The Cornovii Trust is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly and highly motivated pupils. The Trust and schools are proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

The Cornovii Trust is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and The Cornovii Trust appealing, we would like to hear from you. Application is by completion of the trust's two-part application form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Wednesday, 3rd October 2024**. Interviews will be held the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

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Completed application forms should be returned to:



Mrs Ashley Owen
The Cornovii Trust
Alsager ST7 2HR

Your completed application should be received in school no later than **12 noon on Wednesday, 3rd October 2024** ideally via email to Mrs Owen at jobs@thecornoviitrust.org.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

All electronically submitted applications will be acknowledged.

It is the Trust's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Ashley Owen
H.R. Manager

AOe/ Family Liaison Officer/Sept 2024

Further details about the Trust are available from our website: www.thecornoviitrust.org

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PERSON SPECIFICATION

Job Title: Family Liaison Officer

Grade: 6 scp: 12 - 17

CRITERIA	ESSENTIAL	DESIRABLE
Experience	Enjoy working with and have an understanding of how children learn. Experience of children with various needs. Experience of working with secondary aged pupils across Key Stage Three (KS3) and Key Stage 4 (KS4).	Previous experience in the education field. Confidence in supporting children with various needs, such as ACS, Autistic Spectrum conditions, ADHD, ASD.
Qualifications/ Knowledge	Level 3 or equivalent. Good standard of written and verbal English. Excellent ICT skills, Experience of implementing agreed programmes with individuals / groups in or out of the classroom.	
Personal attributes/Skills	Evident personal authority – ability to command respect from students. A positive outlook. Energetic and adaptable. Reliable. Enjoy a challenge. A resilience to absorb and cope with pressure. Able to show and use discretion.	Self-confident.
Special Aptitudes	The post requires that the individual has specific knowledge relating to the SEMH provision in schools. Excellent interpersonal skills. Self-motivated with an ability to use own initiative. Excellent communication skills and previous experience of working with families, carers and external agencies. Excellent organisational and time management skills, Willingness to work hours flexibly. Ability to work as an effective team member. Commitment to safeguard and promote the welfare of children.	Have high expectations of themselves. Desire to be involved in further training. Committed and enthusiastic.





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