



Job Description

Family Liaison, Attendance and Safeguarding Lead

Reporting to:	Headteacher
Liaising with:	Colleagues, parents, external agencies
Grade/Salary:	£15,774 – £18,500 per annum
Hours of work:	22.5 hours per week
Location:	Sunshine Academy, Blakenall Lane, Leamore, Walsall, WS3 1HF

Core Purpose:

We are looking for a dynamic and compassionate individual to join our dedicated team as a Family Co-ordinator and Behaviour Manager. This role is pivotal in ensuring that all our pupils receive the support they need to succeed academically and emotionally, while also building strong partnerships with families. You will work closely with pupils, parents, staff, and external agencies to implement effective strategies to manage behaviour, promote positive learning environments, and strengthen family engagement in the school community.

Support for teaching and Learning

- Provide support for pupils absent for long periods.
- Be available to staff and parents for home visits.
- Be a contact for attendance issues in school.
- Support pupils and staff with behaviour issues.
- To promote the least intrusive positive handling strategy and a continuum of gradual and graded techniques, with an emphasis and preference for the use of verbal, non-



verbal de-escalation strategies being used and exhausted before positive handling strategies are utilised.

Support for Pupils

- Devise ways in which to support the emotional wellbeing of pupils, including anger management, self esteem, emotional resilience etc.
- Identify and refer pupils who are experiencing difficulties to other relevant agencies with parental permission.
- Act as an advocate for pupils who lack confidence to communicate their wishes and feelings.
- Support pupils during Transition periods. ☐ To develop a 1:1 mentoring relationship with children needing particular behavioural or social support in achieving the goals defined in their individual learning/behaviour plans, contributing to those plans as appropriate.
- To maintain regular contact with any looked after children and ensure that their needs are met.

Reporting

- Keep records and all documentation pertaining to meetings/contact with children, families and other services.
- To conduct reviews and evaluations of any work done and the views of the service user.

Liaison with other agencies

- Participate in internal and cross-organisation meetings to develop strong working partnerships with other services in order to enrich the work of the school.
- Keep up to date on the range of services working locally and be aware of how they can be utilised best to benefit our pupils and families. ☐ Work closely with other services that are involved with individual pupils in order to maximise the benefit and exchange information when needed.
- Generate referrals and support parents in accessing external agencies.



- To represent the school at social services and local safeguarding meetings and briefings including those for children at risk. To report to the Head Teacher and other colleagues as appropriate.

Training and Supervision

- Attend training when required in order to enhance the role.
- Attend meetings with supervisor.
- Development and review of safeguarding policies in line with government legislation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

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

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.