

Job Description

Family Liaison Officer

Responsible to: Deputy Headteacher - Pastoral
Salary Grade: Scale 6 pts 14 - 18
Full time/Part time: 32.5 hours per week, 39 weeks per year

Job Purpose

To undertake direct work and support with students and families of children on roll at the school.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to the appropriate person
- Report any safeguarding concerns to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- In liaison with the Pastoral Leadership support home visits to families.
- To provide direct support with students and with parents/carers in order to support the work undertaken in school.
- To promote and facilitate pupils' attendance at school.
- To help establish and maintain positive relationships between school staff and parents/carers.
- To co-ordinate links and arrangements with a variety of outside agencies
- To encourage the inclusion of pupils in a mainstream setting by demonstrating the use of positive behaviour management techniques designed to develop the pupil's ability to engage positively in school.
- To make a practical contribution to the implementation of agreed student support plans that are developed to support any school-based initiatives to promote and reinforce appropriate engagement.
- To discuss with parents/carers, within the home context, support strategies designed to encourage and develop appropriate engagement in a variety of settings.
- To model alongside parents/carers activities designed to develop pupil's problem-solving, listening and social skills.
- To participate in the evaluation and review of the agreed support for students in conjunction with other staff.

First Aid and Medical Care

- Ensure First Aid training remains up to date and provide First Aid for staff and students as required
- Provide absence cover for the Medical Officer as and when required

Operational Responsibilities

- Keep detailed records of contacts with children/families and set up and maintain files
- Contribute required information for reviews and case studies
- Liaise appropriately with other professionals
- Attend reviews and meetings as required
- Be familiar with, understand and apply the school's Child Protection Policy appropriately
- Attend appropriate training courses
- To continue to develop practice through CPD
- To work flexibly when required

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.