



Job Description

Job Title: Family Liaison and Pastoral Worker

Location: Stanton Vale School

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Job Title	Family Liaison and Pastoral Worker
Location:	Stanton Vale School
Hours per week:	37 hours per week
Weeks worked per year:	39 weeks per year
Reporting to:	Designated Safeguarding Lead/ Head of School
Salary Scale:	Grade 9 – Points 16 – 19

Main purpose of Role

The Family Liaison Support Officer will work collaboratively with pupils, families, school staff and external agencies to improve attendance, wellbeing, safeguarding, engagement and educational outcomes.

The post holder will build positive relationships with families, providing early intervention, practical support and advocacy to remove barriers to learning and ensure pupils are safe, engaged and able to achieve their full potential.

The role requires flexibility, resilience, excellent communication skills and a commitment to safeguarding and promoting the welfare of children and young people.

Principal Accountabilities:

Main Duties	• Represent and promote the ethos and values of Stanton Vale School. • Promote equality, diversity and inclusion in all aspects of the role. • Always maintain confidentiality. • Work flexibly to meet the changing needs of pupils and families. • Participate in supervision, appraisal and professional development. • Attend staff meetings, training, parents' evenings and school events. • Work collaboratively as part of the wider school team. • Comply with all safeguarding, health and safety, GDPR and school policies. • Undertake any other duties commensurate with the grade of the post.
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Administration	• Ensuring Compliance with GDPR requirements. • Maintain accurate, timely and confidential electronic case records. • Produce professional reports for meetings and referrals. • Record interventions and outcomes effectively. • Monitor caseloads and review progress regularly.
Family Support	• Build positive, trusting relationships with children, young people and their families. • Engage directly with identified pupils and families to provide coordinated, outcome-focused support. • Deliver targeted interventions that empower families to take ownership of improving attendance, wellbeing and educational outcomes. • Undertake home visits and welfare checks where appropriate in line with school procedures. • Promote stability within families, enabling children to remain safe, engaged and ready to learn. • Develop and maintain positive relationships with parents, carers and families to encourage effective home-school partnerships. • Organise and facilitate parental engagement events, workshops and support programmes. • Encourage active participation of parents, carers and pupils in support plans and professional meetings. • Support parents and carers to access appropriate community services and resources. • Advocate for pupils and families where appropriate.
Safeguarding & Pastoral Support	• Work closely with the Designated Safeguarding Lead to safeguard children. • Act as Deputy Designated Safeguarding Lead where appropriate. • Maintain a thorough understanding of safeguarding legislation, guidance and school procedures. • Support Early Help Assessments and act as Lead Professional where appropriate. • Attend Child Protection, Child in Need, Team Around the Family and Early Help meetings.

	• Communicate effectively with Children's Social Care and external safeguarding agencies. • Maintain accurate safeguarding records using electronic recording systems. • Promote a culture where safeguarding is everyone's responsibility. • Promote pupils' emotional wellbeing, resilience and positive behaviour. • Support pupils experiencing social, emotional or behavioural difficulties. • Work alongside the pastoral and SEND teams to ensure pupils receive appropriate support. • Support transitions into school and between key stages where required. • Work with pupils both individually and in groups. • Encourage positive attitudes towards learning and school engagement.
Other General Requirements	• Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. 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 MAT 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.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The

successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Person Specification

Criteria	Essential	Desirable
Qualifications	- GCSE English and Maths (Grade c/4 or above) or equivalent - Relevant Level 3 qualification in Childcare, Education, Family Support, Health & Social Care or equivalent experience	
Experience	- Working with children and families - Working in an educational or safeguarding environment - Supporting vulnerable children and families - Liaising with external agencies	- Deputy DSL experience - Delivering Early Help - Attendance improvement work. - Leading multi-agency meeting - Home visiting - Behaviour support

	• Managing confidential information • Working with attendance or pastoral support • Maintaining accurate records	• Alternative Provision experience
Knowledge	• Safeguarding legislation • Keeping Children Safe in Education • Working Together to Safeguard Children • Early Help processes • Attendance legislation and statutory guidance • Child development • Confidentiality and GDPR • Equality and diversity • Professional boundaries	
Abilities	• Excellent interpersonal and relationship-building skills. • Excellent verbal and written communication. • Ability to engage positively with children, parents and professionals. • Strong organisational skills. • Ability to prioritise workload and manage a varied caseload. • Ability to work independently and as part of a team. • Calm approach when managing challenging situations. • Accurate record keeping. • ICT competence including Microsoft Office and electronic recording systems.	• Compassionate and child-centred. • Self-motivated. • Flexible and adaptable. • Reliable and dependable. • Calm and resilient. • Patient and approachable. • Professional at all times. • Positive and solution-focused. • Able to work on their own initiative. • Hard-working. • Committed to continuous professional development. • Able to build trust with families. • Committed to improving outcomes for children. • Committed to safeguarding and promoting the welfare of children and young people.

	• Ability to write high-quality professional reports. • Problem-solving and decision-making skills. • Ability to remain professional under pressure. • Ability to advocate effectively for children and families.	• Passionate about inclusion and removing barriers to learning. •
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Signed:

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