



JOB DESCRIPTION

NAME:

POST: Family Liaison Officer

GRADE: 6 (SCP 16 – 22)

Relationships

The post holder is accountable to the Principal and Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

To work with the Pastoral Team and Attendance Officer to reduce persistent absence; ensure that every pupil identified as persistently absent has a pastoral support plan that clearly details the actions, targets and review dates to be achieved in reducing a pupil's absence within an agreed time scale, provide information to parents/carers of pupils who are persistently absent about the current education/labour market so that a clear understanding of why attendance is important is achieved, support the pastoral team with administration and recording of behaviour and rewards information, use and contribute to the SIMS Management information system to ensure effective monitoring, evaluation and review of attendance data and behaviour, support the pastoral team in developing a framework with local primary schools to pro-actively reduce persistent absence before they attend secondary school, support the pastoral team regarding interventions prior to exclusion, support the pastoral team regarding the administration of all returns related to exclusion and to train and act as a Deputy Designated Safeguarding Lead.

Main duties & responsibilities

- To help support information evenings, family information evenings, parent/carer consultation evenings and any other opportunities the academy wishes to offer.

- To be the first point of contact for any parent/carer who has an issue with regard to attendance and behaviour.
- To get to know the families and young people and be proactive in dealing with any barrier to learning before it happens.
- To have an up to date picture of every identified young person at the academy and keep up to date with any issue relating to a young person's educational experience.
- To liaise with any other academy teams as necessary, to inform them of any issues that relate to the service they offer for any identified young people and monitor the process to ensure the correct strategies are in place.
- To ensure that all parents/carers are communicated with using as many appropriate mediums as possible.
- To ensure compliance with the academy data collection and protection policy and associated legislation.
- To identify any concerns, such as child protection issues, to the Designated Safeguarding Lead/Vice Principal when appropriate work closely with the VP/AVP/HoYs/Inclusion Manager and other staff to ensure effective administration of the academy's Behaviour for Learning Policy and strategy.
- To work with VP/AVP/HoYs/Inclusion Manager to provide a safe and effective learning support alternative space as required.
- To introduce yourself to all responsible adults (parent/carers and professionals) communicating the nature of your role as well as contact details in the first academy term.
- To support the Vice Principal with a schedule of academy outreach sessions and methods; this to be presented to the Vice Principal with a view to on-going implementation.
- To maintain the contact log and file for every young person.
- To identify and contribute to best practice, both internally and externally, in home/school liaison.
- To ensure meetings take place half termly with other Family Liaison Officers within Authentic Education to share practice and develop/implement proposal for whole academy activities.
- To support Heads of Year with induction for young people who join the academy in-year and conduct exit interviews for young people moving to another school.
- To liaise with colleagues leading on internal and external transition.
- To co-ordinate the collection of work for young people not in attendance at the academy as a result of exclusion or young term illness.
- To co-ordinate the production of statutory returns relating to exclusions.
- To co-ordinate and manage the Suspensions and Exclusions Process, being responsible for the collation and production of the individual pupil pack.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.**