

Job Description



Job title: Family Liaison Officer
Reports to: Head of College (Vice Principal)
Location: Leigh Academy Rainham

Purpose of Job

- To co-ordinate and manage the day to day liaison between the academy, parents, children and other agencies involved with vulnerable children, especially Persistent Absentees (PA).
- To be the channel of communication between the academy and pupil premium families to remove barriers to education for disadvantaged students .
- To keep staff fully informed of any issues that may affect children in their care.
- Administrative tasks for the Turing College Pastoral and SLT Team

Dimensions

Budget – none

Number of children – Whole school – needs led

Principal Accountabilities

- Turing College Administrative tasks (Behaviour, Attendance, Rewards and Personal Development).
- Liaise regularly with parents regarding academy matters.
- Work with the Attendance Officer in the monitoring of attendance and progress of Persistent Absentees and supporting them in school.
- Keeping attendance trackers up to date in conjunction with Attendance Officer and Student Support Managers (SSM).
- Develop and carry out interventions with students / families to improve attendance.
- Carry out home visits where necessary to support parents / carers in encouraging their children to attend school.
- Support School Refusers into school, working with additional agencies when needed
- Maintain case studies for leaders.
- Involvement in Early Intervention meetings and manage some of the referrals when necessary.
- Coordinate any appropriate intervention to children and families that has been identified during parental and student meetings.
- Be responsible for the communication of child / family issues to appropriate staff.
- To work with the Designated Safeguarding Lead to support home visits for safeguarding matters.
- Support the safeguarding team to liaise with the families of children known to Social Services if required.
- Liaise with Pupil Premium families to remove barriers to education, particularly where there are attendance, behavioural or safeguarding concerns.
- Meet with and mentor Pupil Premium students to identify what support they need in the academy and at home.
- Support in managing the Pupil Premium budget to provide necessary support, trips and resources for pupil premium families.
- Liaise between families and the academy in instances where behaviour has led to persistent suspensions or a permanent exclusion.

- Supporting the production of governance panel paperwork for both governors and parents when necessary for fixed term suspensions and permanent exclusions.
- Work with families and other providers to source positive managed move options for students who are at risk of permanent exclusions.
- Support the behaviour, attendance and safeguarding team with any additional college admin for example communications such as emails, letters and contacting alternative providers.
- Support the Turing College SLT team with any additional whole school admin linked to their Roles and Responsibilities.
- Support the Attendance Officer with any additional admin required.

Scope for Impact

- To enable teachers and Teaching Assistants to focus on the educational needs of the children.
- To provide appropriate actions for the children in school who are experiencing external pressures in their life and help them to gain full access to their education and maximise their learning potential.
- To reduce the number of children deemed to be PA.

Job Context

- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals as required.
- The post holder should have excellent interpersonal and communication skills in order to deal effectively with delicate and confidential issues that they will meet in the course of their duties.
- The post holder must work within relevant policies, codes of practice and legislation reporting any concerns to relevant persons

Organisation (not line management responsibility)

Principal

VP - Behaviour & Attendance

AP - DSL

Family Liaison Officer

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification – Family Liaison Officer

Necessary experience
<ul style="list-style-type: none"> ● Good basic education with competency in literacy and numeracy. ● Willingness to undertake further training. ● Driving licence and car.
Experience and attainments
<ul style="list-style-type: none"> ● Previous experience of working with children and families in the public, private or voluntary sector or working in a similar role. ● Some experience of working with external agencies, particularly Social Services, this should be as recent as possible.
Skills and abilities
<ul style="list-style-type: none"> ● Excellent communication, listening and observational skills. ● Ability to handle confidential information and material. ● Excellent organisational abilities and accurate record keeping skills. ● Good interpersonal skills. ● Ability to facilitate groups and multi-agency meetings. ● Previous experience with inter-agency working – Health / Social Services etc. ● Ability to summarise and prioritise lots of different information
Knowledge
<ul style="list-style-type: none"> ● Sound knowledge and understanding of child growth and development. ● Knowledge of the parenting needs of children. ● Good knowledge of Child Protection issues trained to the same level as Designated Safeguarding Lead. ● Knowledge of special educational needs.