



Job Description: Family Liaison Officer

Grade: Kent Range 6

Responsible to: Deputy Headteacher

Purpose of the Job:

To engage with parents/carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils.

Key duties and responsibilities:

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home/school communication.
2. Liaise with teachers and encourage effective dialogue between parents/carers and teachers regarding their child's progress.
3. Provide advice and guidance to parents/carers to reinforce their self-esteem and ability to provide good parenting.
4. To work with the Headteacher/SLT to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning.
5. Encourage and promote parental involvement in the school and its activities and deliver a range of family related activities including workshops for parents and carers.
6. To liaise with parents regarding concerns the school may have relating to a child's welfare.
7. To signpost families to sources of advice and guidance within the local community and via other agencies.
8. To liaise with other agencies supporting families and assist with referrals as appropriate.
9. To maintain accurate records and share information with colleagues as appropriate and refer on as required.



10. Liaise with the school's Designated Safeguarding Leads to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity.
11. Attend safeguarding meetings when necessary to support parents and carers and ensure the best possible outcomes for children.
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. To work with the Attendance Officer supporting parents/carers to identify why children are not achieving good attendance and punctuality and assist in the implementation of measures to address this.
14. To support the Attendance Officer at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed when necessary.

Person Specification: Family Liaison and Attendance Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.



	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Knowledge and skills equivalent to national qualifications level 3.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working with children and families in the public, private or voluntary sector. • Experience of facilitating groups. • Proven administration experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent communication, listening and observation skills. • Ability to deal with difficult/sensitive situations. • Ability to manage confidential information. • Organisational abilities and accurate record keeping skills. • Ability to facilitate parenting skills. • Good inter-personal skills. • Ability to convey information clearly and accurately orally and in writing to a range of people
KNOWLEDGE	<ul style="list-style-type: none"> • Sound knowledge and understanding of child growth and development. • Knowledge of the parenting needs of children. • Knowledge of barriers to learning. • Knowledge of a range of computer applications – including word/excel/powerpoint/sims • Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.