**Hunton CE Primary School**

Job description

**Job description:** SEND Teaching Assistant / Family Liaison Officer

**Grade:** KR4/5, Term Time only

**Responsible to:** Head Teacher

**Responsible for:** Pastoral Care, Clubs, SEND Provision

**JOB PURPOSE:** To provide strategic leadership as part of the school leadership team to enhance the provision for all learners through the following responsibilities:

1. Support for families and pastoral care & support for children
2. Lead professional for clubs & lunchtime provision
3. Securing high impact community links and promote the school
4. Be involved in transition work
5. **Support for families and pastoral care & support for children**
6. Establish and foster good relationships with children parents/carers of children at the school. Encourage parental involvement in the school and its activities, offering effective support when necessary.
7. Promote the self-esteem of children, parents and carers in order to help them maximise their own personal and interpersonal skills and to enable parents and carers to respond to family needs by communicating openly and to provide good parenting.
8. Share information on practical childcare and parenting skills, identifying need for support including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline).
9. To provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector & others.

Attendance

1. Give close attention to early identification and prevention of absence habits.
2. Work closely with school and KCC colleagues, children and parents to identify why their children are not achieving full attendance. Carry out home visits where appropriate.
3. Be able to use SIMS alongside School Secretary.

Liaison with staff / agencies

1. Liaise with members of school staff regarding families/children as necessary and with parent/carer consent.
2. Where necessary, act as the lead professional for the Early Help Assessment process.
3. Keep up to date with the range of agencies working locally and liaise with them in order in order to maintain knowledge of services that parents might be signposted to.
4. Liaise with the Designated Child Protection Co-ordinators
5. Keep records and all documentation pertaining to meetings/contact with children and their families.
6. Attend support and staff meetings to continue own professional training and development as targeted through appraisal process.
7. **Lead professional for Clubs & lunchtime provision**
8. Strategically lead the overall co-ordination and implementation of the Clubs provision.
9. Work with the School Secretary regarding the overall co-ordination and implementation of the in-house after school enrichment programme / clubs.
10. Promote the extended services offer with parents, students and the local community
11. Supporting outside providers running extended services activities on site.
12. Work alongside the Senior Leadership Team to secure effective systems for high quality lunchtimes.
13. **Securing high impact community links**
14. Develop close links with a range of local businesses and organisations leading to wider opportunities for all children.
15. Lead an innovative and ambitious drive to establish long term community provision.
16. **Lead professional for all transitions**
17. Establish close links with all local / feeder pre-schools and participate in visits throughout the year with EYFS staff.
18. Establish close links with all local secondary schools and work with the Senior Leadership Team to secure smooth transitions for school leavers.
19. Ensure that all new children and leavers are effectively supported through the transition process.
20. **SEND – Under the direction of SENDCO / other teachers:**
21. Work with individual and groups of pupils to support progress and social and emotional needs.
22. Contribute to the preparation of resources, planning and evaluation of lessons
23. Establish effective communication with staff to ensure pupils’ needs are met using detailed knowlege and specialist skills.
24. Liaise with parents, staff and other relevant professionals and provide information about pupils as appropriate.
25. Establish and foster good relationships with children parents/carers of children at the school. Encourage parental involvement in the school and its activities, offering effective support when necessary.
26. Share information on practical childcare and parenting skills, identifying need for support including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline).
27. To provide impartial advice about the school and relevant local services.
28. Contribute to the provision of Individual Learning Plans / Provision Maps for pupils and gather information for the completion of statutory paperwork prior to annual reviews.
29. Support the role of parents/ carers in children’s learning and contribute to meetings
30. For some pupils there may be a need to assist pupils with mobility, eating, dressing and hygiene, as required, whilst encouraging independence.
31. Participate in training and INSET.

**All support staff are expected to:**

1. Support the school values and ethos
2. Follow school policies, practices and procedures
3. Participate in the annual appraisal system
4. Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people expects all staff and volunteers to share this commitment.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events.

Signed (postholder)……………………………………………… Date………………………………..

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON SPECIFICATION FORM**

**POST TITLE –** SEND Teaching Assistant / Family Liaison Officer

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **Or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications**  Degree  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | D  E | A/I  A/I |
| **Experience**  Experience of working with or caring for children of relevant age  Experience of working in a relevant classroom/service environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour | D  E  D  D | A/I  A/I  A/I  A/I |
| **Knowledge/skills/abilities**  Knowledge of the SEN framework  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  First Aid Certificate  Administrative skills  Good numeracy and literacy skills  Ability to make effective use of ICT  Flexible attitude to work | E  E  E  E  E  E  E  D  E  D  D  E  D  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Other**  Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E | A/I  A/I |