



Hartsdown Academy



Family Liaison Officer

➤ Family Liaison Officer

Appointment Details

Job Title:

Family Liaison Officer

Reporting to:

Senior Leader/ Attendance Officer

Employment Status:

Full time / Permanent

Job Location:

Hartsdown Margate

Closing Date:

14th December 2023 12pm

Interviews:

Date to be confirmed

Start Date:

ASAP

The Department

The attendance team at Hartsdown is a friendly, supportive team who work closely to support students and families to ensure they have the maximum possible attendance at school. We know that attendance is a key driver for future success, and therefore the team is committed to supporting the whole school community; students, parents/carers, governors and staff.





Family Liaison Officer

The Role

We are looking for a Family Liaison Officer to support our school team in establishing positive relationships with our students and their families. The successful candidate will work with our families to improve their engagement with the school and therefore enhance attendance, behaviour and the progress of students.

The Package

Hours: 37 hours per week, flexible working can be discussed

Salary: Competitive - for discussion at interview

Pension: Local Government Pension Scheme

Benefits

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Leadership training and pathways exist within the trust

Job Description

As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.



➤ Family Liaison Officer

General Description

To build relationships with the school community thereby supporting students' attendance, behaviour and progress. Working with individual students and their families to improve school engagement.

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 students.

Specific Responsibilities

The Family Liaison Officer will be a member of a team, under the leadership of the relevant SLT members overseeing this post. The post holder will:-

- Establish positive relationships with children and their families, developing and enhancing parental engagement with the school and other agencies
- Establish relationships and attend events within the school community.
- Work with families to develop parenting skills and promote children's wellbeing, emotional and social development
- Run community parental engagement projects
- Transition support to include Primary school visits, parental meetings and information gathering
- Run holiday clubs and Summer school clubs/activities
- Hold coffee mornings before, after school and during school holidays

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.

Safeguarding Duties & Responsibilities

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



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Person Specification

Qualifications and Training	Essential	Desirable
GCSE/Functional Skills Maths and English grade c or equivalent		•
NVQ Level 3 or equivalent in a relevant area		•
Commitment to continuing professional development activities	•	
Experience		
Experience of working with children	•	
Experience of working with secondary age children		•
Experience of working within SEN		•
Skills and Knowledge		
Numeracy and literacy skills	•	
Basis IT skills	•	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	•	
Good influencing skills to encourage pupils to interact with others and be socially responsible	•	
Have a nurturing and caring nature	•	
Knowledge of policies and procedures relating to Special Educational Needs, child protection, health, safety, security, equal opportunities and confidentiality	•	
Knowledge of the procedures for Early Help Assessment		•
Knowledge of Special Educational Needs and Education Health Care Plans		•
An understanding of the needs and difficulties which people with mental health problems or other disabilities face		•





Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy and Cliftonville Primary School, is a proud member of the Coastal Academies Trust, a local trust that is proud to serve the citizens of Thanet through the education of their children.

All schools within the Coastal Academies Trust work in close collaboration with each other to ensure that every child in Thanet receives an excellent education that is the foundation of an amazing future and to dedicate ourselves to the service of our local community of Thanet.



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