



JOB DESCRIPTION

FAMILY LIASON OFFICER THE ACADEMY OF CUXTON SCHOOLS

The Primary First Trust and The Academy of Cuxton Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

School: The Academy of Cuxton Schools	Location: Medway
Job title: Family Liaison Officer	Salary range: PFT D1

Duties and Responsibilities

Job purpose including main duties and responsibilities:-

Title: Family Liaison Officer

Responsible to: Head Teacher and Assistant Head/Inclusion Lead

Hours/Weeks: 39 weeks per annum (term time), 25 hours per week.

Main purpose of the job:

The Family Liaison Office will be school-based; working alongside pupils and families to ensure that all children attend school regularly and have access to high quality education. The Family Liaison Officer will offer help, support and guidance to families affected by personal or domestic issues.

Key Accountabilities:

- Establish positive relationships with children and their families and develop parental engagement with the school and other agencies.
- Take a holistic approach to education and reflect the importance of emotional well-being as central to the developmental and mental health needs of all children in their daily practice.
- Support parents of children with early signs of social, emotional, health or behavioural issues and work with them, school staff and other support agencies to prevent potential barriers to learning.
- Lead on monitoring attendance and supporting families where necessary in this area.
- Work alongside teachers, parents and children to support individual children's learning to prevent barriers to learning – working together to set clear and measurable targets to enable engagement and progress. Targets will be reviewed with all stakeholders present at set times.
- Take the lead in preparing assessments and other relevant reports for the purpose of supporting families and lead necessary meetings with all stakeholders including the Head Teacher and Inclusion Lead.
- To work with individual children or groups for the purpose of nurture work.
- Share with the Headteacher any safeguarding / child protection concerns and maintain confidentiality

- To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

General School Support:

- Be involved in extracurricular activities (e.g. activities, trips, open days, presentation evenings).
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.