# JOB DESCRIPTION

**Job Title:** Family Liaison Officer

**School:** Minster in Sheppey Primary School

**Salary:** KSC £25252- £26262 with an actual salary of £22475

37 hours per week

40 weeks per year

**1. PURPOSE OF JOB**

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

**2. PRINCIPAL ACCOUNTABILITIES**

* Establish and foster positive relationships with parents/carers of children at school.
* Offer help and advice to parents/carers including promoting events in school and signposting to outside agencies, for example children centres, Early Help, Family Food Bank, Young Carers etc.
* Strive to improve the lives of all vulnerable families.
* Build up a comprehensive knowledge of families so support can be signposted accurately.
* Facilitate and deliver parent/carer workshops
* Offer support to children by being approachable and a good listener.
* To be available for parent consultation evenings and new Intake meetings.
* To accompany HoS on tours of school if already aware that the family will need support.
* To meet with all Mid Phase Admissions on their first day of school and liaise with parents if possible.
* Liaise with SENDCo, teachers and other members of staff to create good relationships and effective dialogue between parents and the school.
* Update MyConcern daily, keep records and documentation pertaining to meetings with children and their families. Regular updates and discussions with SENDCo.
* Be trained in safeguarding and be a Deputy Designated Safeguarding Lead.
* Be available to attend any relevant safeguarding meetings including CP, Chin and EH and complete referrals to this agencies.
* Give close attention to early identification and prevention of low attendance.
* Monitor attendance data and liaise with Director of Safeguarding, Head of School and SLO where necessary.
* To carry out home visits when necessary.
* Complete all relevant paperwork for low attendance and unauthorised absence referrals. Organise AIM meetings (invite relevant parties) and invite SLO if necessary.
* Produce termly reports for TILT Local Governing Body and follow up any areas of concern.
* To organise other events linked to attendance.
* Any other duties and responsibilities within the range of the salary grade.

**3. NECESSARY EXPERIENCE**

* Previous experience of working with children and families in the public, private or voluntary sector.
* 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.
* Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy, literature and computing skills.

**4. KNOWLEDGE**

* Sound knowledge and understanding of child growth and development.
* Knowledge of the parenting needs of children.
* Knowledge of barriers to learning.
* Demonstrate an understanding of confidentiality and safeguarding/child. protection issues in a school setting.

**5. Essential Skills**

* Must hold full UK driving license
* Business class car insurance will be required
* Willingness to undertake relevant training applicable to role

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**The Island Learning Trust is committed to safeguarding.  The Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.**