**Job Description**

**Job Title: Family Liaison/Pastoral Officer**

**Location:** Catholic Primary School   
**Contract Type:** Full-time, Term Time   
**Salary:** C1 Scale Dependent on experience

**Purpose of the Role**

To provide a nurturing and proactive pastoral service that supports pupils’ emotional, social, and behavioural development, while strengthening the relationship between school and families. The role is rooted in the Catholic ethos of compassion, dignity, and community.

**Key Responsibilities**

**Pastoral Support**

* Act as a first point of contact for pupils and families experiencing emotional or behavioural difficulties.
* Support pupils’ wellbeing through mentoring, drop-in sessions, and structured interventions where necessary.
* Promote inclusion and positive behaviour across the school.
* Monitor and track pupils’ attendance alongside the Attendance Officer, liaising with staff and external agencies.
* Assist in implementing behaviour and safeguarding policies.
* Maintain accurate records of incidents, interventions, and outcomes using a secure online management system (CPOMs)

**Family Liaison**

* Build strong relationships with families, especially those facing challenges.
* Conduct home visits where appropriate to support attendance and engagement.
* Signpost families to external support services (e.g., social care, housing, mental health).
* Organise and lead parent workshops, coffee mornings, and engagement events.
* Support transitions (e.g., new admissions, Year 6 to secondary school) and safe delivery of files to new schools.

**Safeguarding & Attendance**

* Act as Deputy Designated Safeguarding Lead (DDSL) alongside a well-established safeguarding team.
* Monitor attendance and follow up on persistent absentees alongside the Attendance Officer.
* Attend and contribute to multi-agency meetings (e.g., Early Help Meetings, Core Group Meetings, Child Protection Conferences).
* Maintain safeguarding files and ensure compliance with school policies.
* Maintain the staff Safeguarding Notice board with up-to-date information to ensure all staff are well-informed.

**Catholic Ethos**

* Uphold and promote the school’s Catholic values in all interactions.
* Support the spiritual development of pupils through pastoral care.
* Work collaboratively with staff to foster a loving and respectful school environment.

**Person Specification**

**Essential**

* Experience working with children and families in an educational or social care setting.
* Knowledge of safeguarding procedures and child protection.
* Strong interpersonal and communication skills.
* Ability to work independently and as part of a team.
* Commitment to the Catholic ethos and values of the school.

**Desirable** **but not essential**

* Relevant qualifications in pastoral care, counselling, or social work.