

JOB DESCRIPTION
FAMILY LIAISON OFFICER

Job title:	Family Liaison Officer
Reporting to:	Head of School
Working with:	Executive Principal, Head of School and SENCo

Role Purpose

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role.
- In order for children to flourish they should first be supported and enabled to develop self-esteem, self-respect and self-confidence. Through nurture and care, coupled with the experience of committed teachers and support staff children will be able to be fully engaged in their learning and achieve their potential. The Family Liaison Officer will focus their work on preventative and early intervention activities, assist in tackling underachievement by working with families, parents, carers and children in school to enable all children to have full access to educational opportunities and help them to overcome barriers to learning.

Main Duties

- Establish positive relationships with children and their families.
- Develop and enhance 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.
- Work with families to develop parenting skills and promote children's wellbeing, emotional and social development

- On receipt of referrals from parents and the school talk with children experiencing difficulties and liaise with families and the school as necessary to reflect the concerns of the child.
- Ensure opportunities for all families to develop their understanding and knowledge of their child's learning needs and development.
- Encourage good relations and effective communication between families and teachers about children's progress.
- 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 Family Support Delivery Plans and lead necessary meetings with all stakeholders including the Headteacher and SENDCo.
- Carry out weekly analysis of attendance data with particular reference to Pupil Premium children and work with families and teachers to overcome any potential barriers to learning.
- Identify with parents reasons for their children's non-attendance. Ascertain the probable causes of the absences and implement strategies / action plans to resolve the situation – working closely with teachers, the child and the child's family.
- Track persistent absence, follow project 95 and work in partnership with the Headteacher to signpost families to additional support.
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality.
- Maintain appropriate and confidential written records.
- Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families.
- Conduct reviews and assessments of all work being carried out and report to the Headteacher as per calendar.
- To work with small individual children or small groups for the purpose of nurture work.
- Share with the Headteacher any safeguarding / child protection concerns and maintain confidentiality.

General:

- Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Headteacher.
- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.
- Carry out other tasks as reasonably requested by the Executive Principal and Head of School.

This job description is subject to change by agreement.

I confirm that I have received and understand the job description:

Name_____

Signed_____ Dated_____

Line Manager_____

Signed_____ Dated_____