

Post Title: Community Liaison Officer

Responsible to: Pastoral Manager

Purpose

- To work with the school inclusion team, multi agencies, and community led organisations to improve and enhance the welfare of our children and their families.
- To lead on Hub provision within the School, working with external providers to ensure wrap around facilities for children and families at the school.
- To lead on attendance and punctuality in the school.
- Support the Head of School in:
 - Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
 - Demonstrating the vision and values of the school in everyday work and practice.
 - Motivating and working with others to create a shared culture and positive climate.

Duties and Responsibilities

- Carry out pupil supervision duties before or after the day and at break and lunchtimes.
- Participate in relevant Trust Improvement Team meetings.
- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- Undertake other such duties as may from time to time be reasonably required by the Extended Services Hub.
- To carry out any other general office duties consistent with the grade of the post that may be required from time to time.

Inclusion and Hub

- Establish and foster good relationships with parents, carers, children and the wider community.
- Encourage parental involvement proactively in the school.
- Share information on practical childcare and parenting skills, identifying need for support including how to meet the emotional needs of children (e.g. setting boundaries).
- Support families by promoting links between the home, school and other relevant community and statutory resources so that children who are currently experiencing health, social, emotional or behavioural difficulties reach their full potential.
- Communicate with parents regularly in methods that will gain the most engagement.
- Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising rights and choice and respecting personal beliefs and identity.
- Liaise with school colleagues regarding children and their families as necessary.
- Undertake home visits to support families.
- Work in partnership with the attendance lead to monitor pupil attendance giving close attention to early identification and prevention of absence and lateness habits.
- Liaise with the School's DSL and SENDCO.

- Complete termly monitoring as required and keep records and documentation pertaining to all meetings and discussions.
- Attend regular weekly meetings with the Inclusion team.
- To maintain the highest level of confidentiality at all times.
- Network with other community/family liaison officers in other schools to share good practice.

Attendance

- To be responsible for recording of all attendance data and reasons for pupil's absence.
 - To input data onto SIMS.
 - To be the first point of contact for all attendance issues in the school.
 - To answer all telephone calls relating to absence.
 - To generate and interpret attendance statistics, creating data reports.
 - To manage the schools alert system for making parents/carers aware of non-notified absence.
 - To monitor particular attendance issues and refer cases to SLT when required. To provide information and alerts to Class Teachers so they are equipped to encourage good attendance.
 - To lead on the Attendance rewards system and to implement positive displays in classrooms, corridors and communal areas.
 - To provide regular updates to staff on student attendance with targets and strategies for improvement.
 - To liaise with appropriate staff.
 - To follow up on missing registrations raising immediate issues with SLT.
 - To carry out post registration checks identifying vulnerable students.
 - To follow up on missing reasons for absence.
 - To record and monitor late arrivals.
- To arrange, attend and participate in meetings as required.
- To liaise with the Educational Welfare Officer and other support services to improve attendance rates.
- To collate and follow up referral forms to the EWO.
- To manage school correspondence in respect of attendance, issuing letters and liaising with the Senior Leadership Team as appropriate.
- To carry out administrative tasks associated with request for authorised leave.
- To administer fixed penalty notices.
- To make contact with other primary schools and gain any relevant information about the attendance records of arriving students.
- To contribute to the Academy attendance strategies and systems.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection.
- Reporting all concerns to the appropriate person.

Promotion of School

- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

Training and Development

- To participate in arrangements for further training and developments.
- To initiate new ideas and encourage developments relating to improved Hub engagement and attendance.

Strengthening Community

- Work with the COO/Heads of Schools to engage with the internal and external school community to secure equity and entitlement
- Work with the COO/Heads of Schools to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
- Work with the Head to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children

General Duties

It is our mission to “reveal the champion within” and all staff are expected to embed themselves within **CAIRS**, which is the way we do things here:

Care	to provide a secure, caring community where each child is valued and learning can thrive.
Aspiration	to provide a broad, balanced and relevant curriculum to ensure that all pupils gain the skills and knowledge to help them grow in confidence and prepare for the future.
Inspiration	to create a series of stimulating learning environments where individuals can work and play together in a spirit of co-operation.
Respect	to build a culture within which all leaders and learners feel safe and enabled by each other.
Stewardship	to foster responsibility towards the environment and the community in which we live.

WAT CAIRS is who we are and as such you are expected to support all staff, children and the community. This may mean undertaking tasks outside of your area of responsibility where required.

Health and Safety

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Woodland Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

The Woodland Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents/Carers and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Signed by Employee: _____

Date: _____

Signed by Manager: _____

Date: _____

Person Specification

CLL

Essential	Desirable
<ul style="list-style-type: none"> • Attendance Qualification • GCSE A-C point 9-1 or equivalent • A-Level or equivalent. 	<ul style="list-style-type: none"> • Evidence of further or continued professional development • Safeguarding Training • Knowledge of Sims.
<p>Experience and abilities</p> <ul style="list-style-type: none"> • Experience of working with people from a range of backgrounds • Have experience of working collaboratively with multi agency frameworks • Working with young and vulnerable children from nursery to primary school age • Strong interpersonal, communication and team working skills – ability to inspire, motivate, enable and get the best from people • Capacity to positively lead and skilfully manage change • Flexible and able to respond to rapidly changing demands and environment • Ability to make and justify difficult decisions • Excellent literacy, numeracy, IT and problem solving skills • Ability to use new and emerging technologies to support improvement and organisational effectiveness • Ability to present training, ideas and strategies to a variety of audiences • Ability to travel to and work across multiple sites as required. 	<ul style="list-style-type: none"> • Experience of multi-agency working • Experience in a role with a requirement for high level safeguarding work • Knowledge of children’s social care.
<p>Personal / Other Relevant Attributes</p> <ul style="list-style-type: none"> • Considerable personal enthusiasm with a high level of integrity and professionalism • Resilience – underpinned by good personal administrative and time management skills – the ability to work to deadlines and ensure completion • Operate with a consistent and clear set of moral values that are compatible with the mission and values of the Trust • Commitment to the highest standards of child protection • Commitment to equal opportunities – and to upholding Trust policies. 	