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| **Job Title:** | **Family Liaison Officer.** |
| **Responsible to:** | **Headteacher.** |
| **Salary scale:** | **Kent Range 7** (Kent Range 8 will be considered for an exceptional candidate). |

# School Mission Statement.

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our students to become:

* **Successful** Learners.
* As **independent** as possible.
* **Confident** individuals and self-advocates.
* **Effective** communicators and **contributors**.
* **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

# Main Purpose of Job

To actively promote the mission of the school, the rights of young people as individuals and provide support and guidance to Parents and Carers. To promote good relationships and encourage family involvement by working in partnership with families, Parents, Carers to enable our students to have full access to educational opportunities and overcome barriers to learning and development. As a member of our safeguarding team you will have a proactive approach to safeguarding, ensuring safeguarding is of the highest quality throughout the school.

# Key responsibilities

* To initiate positive relationships through the identification of appropriate support and encourage good home / school communication.
* Be a point of contact for external agencies, families and staff in regards to individual students.
* To signpost families to sources of advice and undertake referrals to other agencies as appropriate as directed by the Headteacher.

Support for students

* To undertake assessments, develop and monitor action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child’s learning and development.

Support for Parents and Families

* Encourage parental involvement in the school and its activities and deliver a range of

family related activities to promote parental involvement in the school.

* Promote self-esteem of families helping them to maximise their own personal and interpersonal skills, including communication to enable them to respond to family needs and to enhance good parenting.
* To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this.
* Share information on practical childcare and parenting skills including meeting the emotional needs of our students. Offering impartial information or referral to Early Help and all other relevant services / agencies.
* Attendance at ChIN/CiC/PEP/EHCP (transitions and reviews) meetings as required. Lead Professional where required.
* To carry out home visits as required.
* Attendance at off-site meetings as required. Ensuring all relevant reports are completed by appropriate staff.
* To provide support and guidance to Parents / Carers in post-19 transition and working with external agencies e.g. local and independent specialist colleges, supported living placements etc. to facilitate successful transitions.

Support for staff

* Collaborate with teachers and Residential team leaders and encourage effective dialogue between Parents / Carers and encourage good home / school communication.

Safeguarding

* To become a Designated Safeguarding Lead and manage safeguarding caseload relating to a range of issues. To ensure that our student’s welfare is paramount and any necessary action is taken at the earliest opportunity.
* To maintain accurate records and share information with colleagues as appropriate and refer on as required.

General

* Comply with policies and procedures relating to child protection, Health and Safety, confidentiality and Data Protection, reporting all concerns to an appropriate person.
* Have a flexible attitude to working arrangements.
* Any other duties as reasonably requested, relative to the objectives of the post.
* This is an outline of the Family Liaison Officer’s duties and responsibilities but it is not an exhaustive list and may change from time to time to meet the changing needs of the School.

## Staff Development Days: Attendance Requirements

The School allocates 5 days per year for the purpose of School improvement through School/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training, as detailed below, and core training.

Core training includes such courses as Autism Awareness, Behaviour Management, Makaton, First Aid etc.

## Mandatory training.

Proact-SCIPr-UK® training and Child Protection training are included as an integral part of Staff Development Days throughout the year. The requirements for this mandatory training are:

* Proact-SCIPr-UK®: All staff to attend a course every year linked to their role.
* Safeguarding / Child Protection: All staff to attend a refresher course every year.
* Additional mandatory and core training events will be arranged for new staff as required.

# PERSON SPECIFICATION

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| **Qualifications.** | Essential. | Desirable. |
| Knowledge and skills equivalent to national qualifications level 3. | **√** |  |
| Driving licence | **√** |  |
| **Experience.** | Essential. | Desirable. |
| Experience of working with children/young people in the public, private or voluntary sector. |  | **√** |
| Experience of facilitating groups. | **√** |  |
| Experience of working in a school setting. |  | **√** |
| Experience of safeguarding in a school or other relevant organisation/ designated safeguarding lead. |  | **√** |
| Working with Autistic Children with additional communication needs. |  | **√** |
| **Skills and Abilities** | Essential. | Desirable. |
| Excellent communication, listening and observation skills. | **√** |  |
| Ability to deal with difficult/sensitive situations. | **√** |  |
| Ability to manage confidential information. | **√** |  |
| Organisation abilities and accurate record keeping skills. | **√** |  |
| Good inter-personal skills. | **√** |  |
| Work in partnership with families and a range of external agencies. | **√** |  |
| Remain calm in potentially stressful situations | **√** |  |
| To participate and function professionally in a range of internal and external meetings. | **√** |  |
| Ability to facilitate parenting skills. | **√** |  |
| **Knowledge.** | Essential. | Desirable. |
| Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibility of schools and other agencies | **√** |  |
| Sound knowledge and understanding of child growth and development. | **√** |  |
| Knowledge of the parenting needs of children. | **√** |  |
| Knowledge of barriers to learning | **√** |  |
| Knowledge of the working practices and referral processes of relevant external agencies. | **√** |  |
| Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting. |  | **√** |
| **Other Requirements.** | Essential. | Desirable. |
| Ability to work with a degree of flexibility. | **√** |  |
| Demonstrable commitment to valuing diversity. | **√** |  |