



# BARNSOLE PRIMARY SCHOOL

**Job Description for:** Family Liaison Officer

**Grade of Post:** C1

**Reporting to:** Head of School

## **Purpose of the Job:**

To work as part of the Inclusions Team to provide multi-disciplinary support for the benefit of pupils and their families experiencing social/emotional difficulties. To make links between home, school and other relevant community and statutory agencies.

The aim of the Family Liaison Officer is to support families so that children, who are currently experiencing social/emotional difficulties, can participate fully in home and school activities in order to achieve. As part of the whole school team the post holder will develop solutions for families with often multi-faceted problems.

## **Applicable Contract Terms and Duties**

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School and following consultation.

The job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out below.

## **Main Tasks:**

- To work effectively as part of the Safeguarding Team, in promoting the welfare of children and young people.
- To work effectively as part of the Inclusions Team helping to establish and follow school policy and procedures.
- To undertake an active role in promoting liaison between parents, children, the community and statutory teams and agencies as appropriate.
- To support parents by promoting links between the home, school and other relevant community and statutory resources for the benefit of the family.
- To work with the Inclusions Team to provide workshops, training and drop-in sessions for the parents.
- To assist with the observation and monitoring of children's progress, where necessary.
- To advise on practical childcare and parenting skills, including how to meet the emotional needs of children e.g. play, setting boundaries and consistent discipline.
- To promote the attendance of our pupils by taking appropriate action to tackle disaffection and to promote attendance at school by providing advice, support and information to parents, pupils or teachers.

- To work with other agencies to support pupils and families. When necessary taking a lead in completion of Early Help Assessment and plans and attending meetings with social services and other relevant agencies.
- To keep details records of work and report on involvement to relevant parties, as appropriate.
- To participate in training and other learning activities and professional development as required.
- To act in accordance with the Trust's equal opportunities policy.

**Accountability:**

- To work under the direction of the Pastoral Support Manager with guidance, support and supervision.
- To have regard for the school's rules, policies and ethos whilst carrying out duties.
- To keep DSL training up-to-date.
- To adhere to confidentiality matters relating to CP issues.
- To undertake any other duties as identified by the Head of School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_