



Job Pack

Family Liaison Manager

Start Date: ASAP

Full Time, Term Time plus 4 weeks (43 weeks per year)

Permanent Post



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1650 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in an Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99.4% of students achieved 5 GCSEs grades 9 to 4 and A* - C (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 72% of our students achieving A*-B grades. The cohort gained the highest A*-A % for six years, at 38%. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme
CPD days and a range of workshops
Performance development programme
Mentoring-Coaching programme
Relevant external courses and training

The Team

The purpose of the Student Services Team is to provide key support for the learning and welfare of all Students. Members of the team work at the Tonbridge or Sevenoaks site with team members in leadership positions, spending time at both sites. The team is led by the SENCO and consists of a range of posts including the Inclusion Manager, Assistant SENCO, Attendance Officer and Teaching Assistants.

The Support Staff at Weald of Kent make a strong contribution to Students' learning and achievement. Support Staff provide highly effective support and create additional capacity to Teachers, enabling them to make effective use of their time, professional knowledge, skills and understanding.

The Post

Job Title:	Family Liaison Manager	Reports to:	Deputy Headteacher Quality of Care
Team:	Senior Leadership Team	Start date:	ASAP
Grade:	KR10		
Hours:	Full-time: 43 weeks per year		

Purpose and responsibilities:

- Take responsibility as the whole school senior designated safeguarding lead
- working closely with key staff in schools to identify and resolve attendance problems
- meeting parents and pupils at school or home to explain legal responsibilities
- helping families get benefits for school meals, transport or clothing
- arranging education for pupils who are excluded
- writing case notes and letters to parents
- handling sensitive information
- keeping to deadlines and targets
- conducting interviews with individuals and families to assess and review their situation
- undertaking and writing up assessments (sometimes in collaboration with other professionals), which meet specified standards and timescales
- offering information and support
- organising and managing packages of support
- recommending the best course of action for a particular person or family
- liaising with, and making referrals to, other agencies
- participating in multidisciplinary teams and meetings regarding, for example, child protection or mental health
- maintaining accurate records
- when necessary preparing reports for legal action and giving evidence in court
- participating in training, supervision and team meetings.

About You (Person Specification)

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> Educated to degree level Qualified social worker Evidence of further specialised study 	✓ ✓	✓
Experience <ul style="list-style-type: none"> Experience of working within social services, supporting families 	✓	
Skills & Knowledge <ul style="list-style-type: none"> Excellent people skills with an ability to build and form good relationships Ability to organise tasks with minimum supervision Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities Excellent and meticulous organisational skills Excellent verbal and written communication skills Ability to absorb and understand a wide range of information Ability to manage and deal with confidential data / issues appropriately Effective use of ICT 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal Attributes <ul style="list-style-type: none"> Have a positive approach to education Energy, enthusiasm and perseverance Reliability and integrity Good interpersonal skills Positive commitment to individual personal development Capacity to work hard, under pressure, to meet deadlines A good record of attendance Adaptable and amenable with respect to working practices Ability to work independently and be a team player Suitable to work with children 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Equal Opportunities <ul style="list-style-type: none"> A commitment to inclusive education 	✓	

The Package

Salary: Kent Range 10: £33,082 - £38, 913

Actual salary for 43 weeks per year: £30,725.47 - £36,141.12

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan*
Priority Admission for Staff Children**	Free On-Site Parking (subject to availability)
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

** See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Monday, 28 October 2019

Interview day: W/C 4 November 2019

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

