Kingsdown and Ringwould CEP School

**Job Description- Family Liaison Officer and Nurture Lead**

**Grade** KR5

Full time position

**Purpose of the job**

To engage parents/ carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for our children.

To lead nurture provision across the school.

**Key Duties and Responsibilities**

**Family Liaison Officer**

* Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication
* Liaise with teachers and encourage effective dialogue between parents / carers and teachers regarding their child’s progress
* Provide advice and guidance to parents / carers to reinforce their self-esteem and ability to provide good parenting
* Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
* To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this
* To work with the Senior Leadership to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child’s learning
* Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school 8
* To signpost families to sources of advice and guidance within the local community and via other agencies 9
* To liaise with other agencies supporting families and assist with referrals as appropriate 10. To maintain accurate records and share information with colleagues as appropriate and refer on as required
* Liaise with the school’s child protection officer to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity
* Comply with policies and procedures relating to child protection, health, safety

and security, confidentiality and data protection, reporting all concerns to an appropriate person

**Nurture Lead**

• To play a lead role in the development of the nurture group in accordance with nurture group principles to ensure that barriers to learning are reduced and to support students achieve their full potential.

• To take a supporting role in monitoring to ensure that the school’s systems for promoting positive behaviour and attitudes to learning are effective.

• To plan and deliver engaging and motivating experiences relevant to the nurture group principles (children’s learning is understood developmentally; the classroom offers a safe base; nurture is important for the development of self-esteem; language is understood as a vital means of communication; all behaviour is communication; transitions are significant in the lives of children).

• To work in partnership with classroom teachers to provide a personalised learning and behaviour plan for pupils experiencing social, emotional and behaviour difficulties.

• Whilst maintaining appropriate professional boundaries between adults and children, establish secure and trusting relationships with pupils to facilitate their learning and development.

• Work positively in partnership with the child’s parents/carers and external agencies as appropriate to support named children’s social, emotional and academic development.