**Orchard Academy Trust**

**Job Description- Allington Primary School**

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**Job Title:** Family Liaison Officer

**Reporting to:** Head of School

**Working With:** Head of School and Inclusion Manager

**Job Overview**

The Family Liaison Officer focuses their work on preventative and early intervention activities, working alongside children and their families to assist in tackling underachievement and helping all children to overcome barriers to learning. The Family Liaison Officer will work alongside the Inclusion Manager to ensure vulnerable children have full access to educational opportunities.

**Responsibilities and Duties**

*Children*

* Undertake assessments to identify issues which might be impacting on a child’s learning.
* Complete nurture work with individual or small groups of children.

*Families*

* Establish positive relationships with children and families.
* Signpost families to appropriate external support agencies and undertake referrals as appropriate
* Encourage and enhance parental engagement with the school and other agencies.
* Support good communication between families and school staff.
* Work with families to develop parenting skills and promote children’s social and emotional development and wellbeing.
* In conjunction with the Inclusion Manager, support parents of children with early signs of social, emotional, health or behavioural issues.

*Management*

* Carry out analysis of attendance data, ascertain probable causes of absences and work with families, teachers and senior leaders to implement strategies to overcome barriers to learning.
* Carry out termly monitoring of behavioural records within the school and report concerns or patterns to senior leaders.
* Meet regularly with the Inclusion Manger to discuss support for individual children and families and ensure work is compatible with the overall strategy for Inclusion.
* Keep appropriate, accurate and confidential written records.
* Support external agency referrals relating to early intervention.
* Act as a Designated Safeguarding Lead- work with the DSL team to safeguard children, respond to child protection concerns and maintain confidentiality.

*General Duties*

* Maintain and model professional standards at all times
* Work as a part of the whole school community to uphold Allington’s values
* Any other duties deemed appropriate by the Head of School

**Qualifications and Experience**

* English & Maths GCSE grades C or equivalent are essential
* Experience working alongside families and children is essential.
* Prior experience of the role preferable.

**Skills and Characteristics**

* Must be able to develop empathetic relationships with children and families whilst maintaining a high level of professionalism and confidentiality.
* Must be able to be both supportive and assertive when dealing with families.
* Must be able to keep detailed and confidential written records.