

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: FAMILY LIAISON OFFICER

COLLEGE: I COLLEGE

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 To provide support to students, parents and the Assistant Head of College with regards to welfare issues.
- 1.2 Your immediate responsibility is to:
 - 1. The Assistant Head of I College
 - 2. All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 All staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the demands of teaching staff.

- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
- An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – FAMILY LIAISON OFFICER

- 4.1 To help provide administrative and clerical support to the College with special emphasis on welfare issues
- 4.2 To provide effective holistic support for students within the College.
- 4.3 To monitor lesson attendance alongside the Form Tutor.
- 4.4 To meet with students and parents as appropriate with regard to welfare and truancy issues.
- 4.5 To induct new students into the school
- 4.6 To establish and foster good relationships with parents/carers of students within the College.
- 4.7 To encourage parental involvement in the school and its activities.
- 4.8 To liaise with and attend meetings with internal and external agencies to provide additional support for students where necessary (including Social Services, Behaviour Support, CAMHS, School Nurse, SENCO, EWO, Schools Nursing Service, Child Protection Officer).
- 4.9 To make referrals as appropriate to outside agencies.
- 4.10 To support tutors in the mentoring of students within the College and to keep confidential mentoring records and communication logs.
- 4.11 To adhere to school policies including health and safety, anti bullying, student welfare and Child Protection.
- 4.12 To support strategies to improve the attendance of individual students within the College.
- 4.13 To provide immediate pastoral support for our vulnerable students attending the Studio (SSC) and linking this support to the relevant Family Liaison Officer for the student's college.
- 4.14 Work with I College colleagues to promote the I College to local primary schools; to meet

with and show prospective parents and students around I College.

Note

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.