**Job Description for**

**Job Title:** Family Liaison Officer

**Reporting to:** Head of School

**Purpose of the Job:**

To work as part of the Inclusions Team, alongside the SEND Managers, Safeguarding Leads and Learning Mentors, to provide holistic support for children and families. To work closely with families to promote engagement with the school community and develop parenting skills, in order to enhance their child’s social and emotional development and their ability to learn.

**Main responsibilities:**

* To establish and foster good relationships with parents and carers of children at the school and encourage good home/school communication.
* To share the school’s commitment to safeguarding; promoting the welfare of children.
* To undertake an active role in promoting liaison within the community and statutory teams and agencies as appropriate.
* To advise on childcare and parenting skills, including how to meet the emotional needs of children through play, setting boundaries and consistent discipline.
* Liaise with the school’s Safeguarding Lead to ensure that the child’s welfare is paramount and any action needed is taken at the earliest opportunity.
* To work effectively as part of the Inclusions Team, helping to establish and follow school policies and procedures.
* To deliver parenting groups/coffee mornings in collaboration with the Inclusions Team.
* To work with parents and families, signposting them to relevant agencies when necessary.
* When necessary, take a lead in completion of Early Help Assessments and plans and attending meetings with relevant agencies.
* To carry out weekly analysis of attendance date with particular reference to pupil premium children and work with families and teachers to overcome any potential barriers to learning.
* To identify with parent’s reasons for their children’s non-attendance, ascertaining the probable causes of absence and implement strategies to resolve the situation, working closely with teachers, the child and the child’s family.
* To track pupil attendance and work with Medway’s Attendance Officer to signpost families to additional support.
* To carry out home visits, where appropriate, to support parents to encourage their children to maintain regular attendance and punctuality.
* To maintain detailed records of contact with families and other agencies, maintaining confidentiality and data protection.
* To participate in training, other learning activities and professional development as required.
* To carry out tasks as reasonably requested by the Head of School.

**Barnsole Primary School**

**Family Liaison Officer- Person Specification**

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| **Attributes** | **Essential Criteria**  | **Desirable Criteria**  |
| **Qualifications:** | * Experience in community work, counselling skills, or similar
 | * Relevant childcare, education, social care or health qualification to at least NVQ Level 2 or equivalent.
* Experience in facilitating parenting groups.
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| **Experience** | * Previous experience of working with children and families in the public, private or voluntary sector.
 | * Experience of effectively helping parents and families.
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| **Knowledge** | * Up to date knowledge of safeguarding policies and procedures; demonstrating an understanding of confidentiality and safeguarding issues in a school setting.
* Understanding of child development and children’s needs.
* Knowledge of the parenting needs of children.
* Understanding of equal opportunities and anti-discriminatory practice.
 | * Knowledge of the benefits system.
* Knowledge of the area and local services.
* Knowledge of the Early Help Process.
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| **Skills and abilities** | * Ability to embed the vision and values of the school within daily practice.
* Ability to work flexibly and supportively with children, families, teachers and other professionals.
* Have a warm, responsive yet professional approach to working with children and families.
* Willingness to work collaboratively as part of a team.
* Ability to deal with difficult/sensitive situations.
* Ability to keep clear, accurate records whilst maintaining confidentiality, where appropriate.
* Excellent organisational skills and be able to prioritise.
* Ability to use ICT effectively for recording, monitoring and reporting.
* Show commitment to ongoing professional development.
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| **Other Requirements** | * Clean current driving licence and use of a car.
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