



Hope View School

Additional Educational Needs Provision

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Family Liaison Officer and Assistant SENCO

Post: Family Liaison Officer and Assistant SENCO

Responsible to: Pupil Welfare Manager & SENCO

Main Features of the Position

The Family Liaison Officer and Assistant SENCO is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school, they should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner.

In order for children to flourish they should first be supported and enabled to develop self-esteem, self-respect and self-confidence. Through nurture and care, coupled with the experience of committed teachers and support staff children will be able to be fully engaged in their learning and achieve their potential. The Family Liaison Officer will focus their work on preventative and early intervention activities, assist in tackling underachievement by working with families, parents, carers and children in school to enable all children to have full access to educational opportunities and help them to overcome barriers to learning.

Main Duties

To ensure that Hope View School is a place where children thrive and knowledge matters by upholding and modelling the School's values in all aspects of the role.

- Establish positive relationships with children and their families.
- Develop and enhance parental engagement with the school and other agencies.
- Take a holistic approach to education and reflect the importance of emotional well-being as central to the developmental and mental health needs of all children in their daily practice.
- Support parents of children with early signs of social, emotional, health or behavioural issues and work with them, school staff and other support agencies to prevent potential barriers to learning.
 - Work with families to develop parenting skills and promote children's wellbeing, emotional and social development



Headteacher: Mrs C Lorne

Deputy Head: Mr M Lorne

- On receipt of referrals from parents and the school talk with children experiencing difficulties and liaise with families and the school as necessary to reflect the concerns of the child.
- Ensure opportunities for all families to develop their understanding and knowledge of their child's learning needs and development.
- Encourage good relations and effective communication between families and teachers about children's progress.
- Work alongside teachers, parents, and children to support individual children's learning to prevent barriers to learning – working together to set clear and measurable targets to enable engagement and progress. Targets will be reviewed with all stakeholders present at set times.
- Carry out weekly analysis of attendance data with reference to Pupil Premium children and work with families and teachers to overcome any potential barriers to learning.
- Identify with parents' reasons for their children's non-attendance. Ascertain the probable causes of the absences and implement strategies / action plans to resolve the situation – working closely with teachers, the child and the child's family.
- Track persistent absence, and work in partnership with the Pupil Welfare Manager & SENCO to signpost families to additional support.
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality.
- Maintain appropriate and confidential written records.
- To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
- Communicating with parents, receiving, and passing on information, between parents and Senior Leaders, including phoning parents to ascertain reasons for pupils' absence.
- Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families.
- Attend and Chair Annual Review Meetings for pupils as directed by the Pupil Welfare Manager and SENCO and complete all necessary administration relating to the meetings.
- Share with the Headteacher and DSL any safeguarding / child protection concerns and maintain confidentiality.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.



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- To undertake other duties appropriate to the post that may reasonably be required from time to time and as directed by the Senior Leadership Team.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Headteacher or Senior Manager.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.