

Job Description- Family Liaison Officer

Post Title	Family Liaison Officer
Salary Grade	N6
Job Evaluation Code	A4891
Reporting To	Headteacher
Working With	Senior Leadership Team, Teachers, Learning Support Assistants

Job Purpose (including main duties and responsibilities)

The purpose of the role is to support the Head Teacher and Governors in providing a holistic approach to the welfare of pupils and their families. To ensure pupils achieve their potential within the education setting and access social opportunities.

Main Duties:

- 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
- 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.
- Take the lead in preparing assessments and other relevant reports for the purpose of Family Support Delivery Plans and lead necessary meetings with all stakeholders including the Head Teacher and SLT.
- Carry out weekly analysis of attendance data with particular 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

December 2024



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 Head Teacher 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.
- Participate in the development of school rewards systems in relation to attendance.
- Lead on transition and work with feeder schools and gain any relevant information prior to a pupil transfer.
- Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families.
- Conduct reviews and assessments of all work being carried out and report to the Head Teacher as per calendar.
- To work with small individual children or small groups for the purpose of nurture work.
- Share with the Head Teacher any safeguarding / child protection concerns and maintain confidentiality.

General:

- Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Head Teacher.
- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.
- Carry out other such responsibilities allocated which are appropriate to the grade of the post e.g acting as a cover supervisor if requested by the Head Teacher.

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

December 2024



GILBERT WARD
ACADEMY



HARRY WATTS
ACADEMY



MARY ASTELL
ACADEMY



THOMAS BEWICK
SCHOOL



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Essential	Desirable	Assessment
Qualifications and training		
Skills qualifications to level 2 or 3	Further professional development in special educational needs.	A/ Qualification check
Experience		
Experience of working with and supporting pupils with SEND and their family	Experience of working with pupils across secondary phases.	A/I/R
	Experience of working with attendance data and identifying patterns	A/I/R
Personal qualities		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people with SEND		I/R
High expectations of pupil achievement.		I/R
Positive attitude to change.		I/R
Calm, confident and professional manner		I/R
Special requirements		
Enhanced DBS checked to work with vulnerable children	Mini-bus test	DBS Certificate/ Qualification check
Current driving licence and use of own vehicle		Identity check
Willingness to participate in out of school activities		I/R
Prepared to undertake ongoing professional development		I/R

December 2024



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