Job Description for School Community Engagement Lead

Post: School Community Engagement Lead

Responsible to: Head of Pastoral support

The Family Liaison Officer will support the school's ethos at all times and will liaise closely with the Head of Pastoral support and parents, school staff and community and statutory teams and agencies, as appropriate.

Overall Responsibility:

- To improve the life outcomes and opportunities for school-aged children and their families by providing a range of family support, interventions and activities.
- To ensure that leadership and life skills are embedded across all areas of life with children and their families and to create a culture of personal empowerment based on Covey's ***'The Leader in Me'***
- Maintain accurate records to measure impact and outcomes

Tasks and duties:

Duties and Accountability

- Developing home school links to encourage good communication between the school and families
- Work with pupils experiencing social, emotional and behaviour difficulties/or at risk of social exclusion/disaffection and their families so they can fully participate fully in home and school activities in order to achieve their full potential
- Advise on practical childcare and parenting skills including how to meet the emotional needs of children e.g. play, setting boundaries and consistent discipline
- Help to improve attendance by monitoring and offering assistance
- Design, co-ordinate and evaluate small groups of children and/or parents and address the problems which have created disaffection with school
- Be available to support groups of pupils during the lunch period to help them in resolving conflicts and developing personal, social and emotional skills
- Bring the voice of the parent to school and/or agency meetings and provide support to empower the parents
- Provide time-limited, responsive and flexible support to family members within the home and the community, including some evenings, to promote better outcomes for children and parents including home safety, establishing meal time/school routines and supporting dealing with debt or financial management
- Assist in active outreach to the most vulnerable families, including facilitating drop in surgeries and community events and visiting families at home to offer services

- Alongside the Inclusion Team, identify and engage with vulnerable families in order to create a bespoke package of support
- Act as a point of contact in school for families in need of support
- Complete *Common Assessment Framework/Early Help Assessment/Family Outcomes Panel* with families in order to assist them in seeking the most appropriate support
- Build effective relationships with families
- Ensure families are fully engaged and involved in setting achievable and realistic goals and deliver solution focussed interventions that address the families' goals
- Work in partnership with families to increase their confidence and resilience to encourage positive family relationships and promote children's development and the health and wellbeing of all family members
- Organise and run productive meetings between parent, pupils and teachers, where the parent's voice is heard, which achieve positive ends

Professional Qualities

- Report pupil achievement and progress as appropriate
- Assist in maintaining high standards throughout the school
- Ability to record and report accurate and relevant information about pupil's and/or families home situations, learning, attendance and emotional wellbeing in confidential manner
- Good interpersonal skills
- Have the ability to work with a variety of people in style which empowers them to help themselves
- Listen and communicate effectively in a variety of ways
- Confident and skilled user of ICT – able to use it with children and parents to develop their competence and independence in its use

Other requirements:

- Attend pastoral meeting/take minutes.
- To participate in training and performance management as required
- To have an up to date Enhanced DBS disclosure
- Full, clean drivers' license

School Community Engagement Lead

Person Specification

Experience/Quality	Essential	Desirable	Interview
Literate and Numerate to a standard level (C grade or above)	✓		✓
Considerable relevant experience and/or NVQ level 3, or equivalent, in advice, social care, supporting parents, Early Years, health, education or community work or other appropriate discipline	✓		✓
Experience working with children/young people and families	✓		✓
A strong commitment to inclusion	✓		✓
Confident, assertive and able to thrive in a challenging environment	✓		✓
Flexible in attitude	✓		✓
Excellent interpersonal skills	✓		✓
Emotionally intelligent	✓		✓
Work well under pressure-good time management skills and able to plan time effectively	✓		
Problem solver	✓		✓
Proactive	✓		✓
Reflective	✓		✓
Resilient	✓		✓
Excellent communication skills both verbal and written	✓		✓
Good sense use of humour	✓		✓
An enjoyment and liking for pupils , people ,schools, learning and families	✓		✓
Understanding of Leader in Me ethos and how they can implement it.	✓		✓
An understanding of the impact of discrimination on the lives of socially excluded families, including those from	✓		✓

minority ethnic communities and an ability to work with those from diverse backgrounds			
Ability to identify potential Child Protection and/or Safeguarding issues and follow the school's policies	✓		✓
Have an up to date Enhanced DBS disclosure	✓		✓