

CHENEY SCHOOL - JOB DESCRIPTION

Job Title	Family School Liaison Officer	Dept	
Reporting to	Head of Student Progress (Vulnerable Students)	Hours	37 hours per week
Grade	8	Weeks	Term time + 1 day

Principal Responsibilities

1. Raising achievement of SEND Students

1. Working with Heads/Assistant Heads of Years, and the Attendance Manager, to identify SEN & Pupil Premium students not regularly attending school, thereby requiring short-term home tuition, to bring students bank in to school provision.
2. To plan, deliver and coordinate effective support for these SEN & Pupil Premium students, working with students, parents and professionals: this will involve working in students' homes.
3. To deliver Maths, English and Science lessons to students: to plan, deliver, mark work and provide focused and effective feedback to students, and feedback to parents, and evaluate teaching: this will involve working in students' homes;
4. To support the school's strategy of increasing the attendance of SEN / Pupil Premium students.
5. To regularly update and advise the Heads/Assistant Heads of Years, and the SENCo/Assistant SENCo on support and teaching programmes of work, and of students' progress
6. To set specific targets, and review these, for raising achievement for these students educated at home, distributing relevant information to staff.
7. To link with curriculum teachers for teaching materials, for guidance on marking and student progression.
8. To contribute to multi-agency working, for example, Attendance and Engagement personnel, etc.
9. Working with the H/AHoYs, to manage and facilitate the dissemination of information of students to relevant staff, parents, students and professionals.
10. To support on the transition of Year 7 vulnerable students by liaising with key staff in Cheney and primary schools, and to contribute to the gathering of information on students and disseminating this to school staff.
11. To lead on modelling effective intervention work to relevant SEND staff.
12. To actively monitor, keep up to date with and respond to National SEND Code of Practice, and Local Authority updates, evolving agencies and ways of working.
13. To support SEN/PP students' attendance by transporting students in to school.

2. Assessing and Reporting

1. Reporting to the SENCo, to advise, devise, create and monitor actions from results according to developments.
2. To coordinate with the SENCo to establish and refine systems for identifying, evaluating, assessing and reviewing interventions and procedures.
3. To immediately report any concerns to the HoYs/SENCo concerns relating to child protection, health and safety, security, confidentiality and data protection.

4. To lead on writing specialist reports in the department, i.e. CAFS, statutory assessment requests, and reports.
5. To produce and respond to complex correspondence.

3. Leadership and Management

1. To support the SENCo/Assistant SENCo in disseminating information on identified students across the school.
2. To support the SENCo/Assistant SENCo in disseminating good practice of SEND, across the school.
3. To contribute to multi-agency or TAC/TAF meetings where required.
4. To organise and support with one-off intervention projects with external agencies.
5. To support all members of staff to recognise and fulfil their statutory responsibilities to students with SEND and to support with enhancing the awareness of SEND in the school.
6. To provide training for teaching staff, Learning Mentors and Teaching Assistants.
7. To be fully aware of Safeguarding responsibilities.

4. Student Development

1. To identify and adopt the personalised/bespoke approach for students with SEND, ensuring necessary support and devising personalised strategies where required.
2. To take responsibility for specific SEND/PP students by monitoring progress, liaising with parents and outside agencies where required.
3. To coordinate on working with colleges, the school counsellors, the Heads/Assistant HoYs, and the SEN team, to provide and use student information to support progress;
4. To facilitate and record regular contact with parents, such as meetings and written communication;
5. To disseminate particular student packages with actions, strategies, and recommendations to all relevant staff and to update them on assessments carried out on those students;
6. To ensure contact with subject departments regarding support, reintegration and SEND issues that arise.

5. Other Duties and Responsibilities

1. To be familiar with relevant school policies and Health and Safety requirements.
2. To attend INSET as required.
3. To participate in the school's Performance Management system.
4. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.