



Job Outline

Family Liaison Officer

Responsible to: Deputy Headteacher - Pastoral
Salary Grade: Scale 7 pts 19-24
Full time/Part time: 32.5 hours per week, 39 weeks per year

Job Purpose

To undertake direct work and support with students and families of children on roll at the school. To make offsite visits to families and alternative education providers (**own transport is essential**)

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to the appropriate person
- Report any safeguarding concerns to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding
- Attend Safeguarding Panels and contribute information to support the safeguarding of students

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- To make offsite visits to families and alternative education providers (**own transport is essential**).
- To provide direct support with students and with parents/carers in order to support the work undertaken in school.
- To promote and facilitate pupils' attendance at school.
- To help establish and maintain positive relationships between school staff and parents/carers and encourage the consistent use of behaviour management techniques at home.
- To establish and co-ordinate links with a variety of agencies, including Educational Psychologists, who work with pupils who have difficulties.
- To encourage the inclusion of pupils in a mainstream setting by demonstrating the use of positive behaviour management techniques designed to develop the pupil's ability to engage positively in school.
- To make a practical contribution to the implementation of agreed student support plans that are developed to support any school-based initiatives to promote and reinforce appropriate engagement.
- To discuss with parents/carers, within the home context, support strategies designed to encourage and develop appropriate engagement in a variety of settings.
- To model alongside parents/carers activities designed to develop pupil's problem-solving, listening and social skills.
- To produce a variety of resources for the pupil/parent/school designed to support an individual's behaviour programme and/or support home/school positive engagement.

- To participate in the evaluation and review of the agreed support for students in conjunction with other staff, e.g. be present at after school meetings for staff to join together support plans across Pastoral and SEND departments.
- To be part of the school's Safeguarding Team

Operational Responsibilities

- Keep detailed records of contacts with children/families and set up and maintain files
- Contribute required information for reviews and case studies
- Provide written reports and assessments
- Liaise appropriately with other professionals
- Attend reviews, case conference and meetings as required
- Be familiar with, understand and apply the school's Child Protection Policy appropriately
- Liaise with the Designated Safeguarding Lead, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns
- To conduct regular 'eyes on' visits for identified students
- To keep Alternative Provision records up to date and support site visits
- To have involvement and support in the school's Bridge provision
- Attend appropriate training courses
- To continue to develop practice through CPD
- To work flexibly when required
- To participate in the team who supervise the Reflection Room

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.