

Job description

Location:	Bexleyheath Academy
Job title:	Family Liaison Officer
Hours of work:	37.5
Weeks per year:	38
Reports to:	SENCO

Overall responsibilities:

To make a strong contribution to children's learning and achievement and provide important support to enable parents to take responsibility for their children's education and welfare. To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

1. Provide support, guidance, and practical help to parents to help them overcome barriers to learning and to promote a positive attitude towards education. Signpost families to and liaise with external agencies e.g. Financial support
2. Encourage parental involvement in the school and its activities.
3. Manage Breakfast Club including, managing the finances of the club and bidding for funding when necessary. Ensure allergies are displayed and up to date. Carry out fire drills in the FLC. Food hygiene management of BFC. Liaise with Funders of the club, submit financial returns, advertise the club and target those most in need of the free resource
4. Participate in support plans for families and students.
5. Undertake direct work with parents and carers enabling them to provide at least 'good enough' parenting and support for their children's education.
6. Keep detailed records of contact with children/families and set up and maintain case files.
7. Provide written reports and assessments.
8. Communicate effectively with other staff at the academy.
9. Liaise appropriately with other professionals including attendance at multi-agency meetings when required.
10. Attend reviews and meetings as required.
11. Support children and families with regard to personal difficulties and signpost as appropriate.
12. Promote equality for all individuals, recognise and encourage anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognizing clients' rights and choice, and respecting personal beliefs and identity.
13. Liaise with members of school staff regarding families/children as necessary and with parent/carers consent.
14. Attend support and staff meetings to continue own professional training and development as targeted through the appraisal process.
15. Health school coordinator
16. When required write bids for obtaining funding for projects etc. Often allocating this support directly to the family such as Christmas food support.
17. Liaise with Family Liaison Officers in other schools.
18. Deputy Designated Safeguarding Lead (DSL), with responsibility for submitting referrals and liaising with agencies. Lead coordinator for Early Help cases/families.
19. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

20. To maintain good communication with the school community and advertise school and local support networks including writing termly newsletters and keeping the school noticeboard up to date, posting parental support information on Facebook.
21. To manage the summer playscheme including, applying for funding, supporting parents with grants and applications for places, liaising with staff, and organising food.
22. Manage and run a second-hand uniform shop.
23. To support parents in keeping their children healthy e.g. organise termly bug buster days and work with parents to manage behaviour and healthy eating. Liaise with and refer to the school nurse as necessary.
24. To coordinate Young Carer Support across the school, including, identifying potential Young Carers and supporting parents to complete the paperwork, running termly drop-ins, and working with the Local Area Coordinator to ensure all young carers receive the support that they are entitled to.
25. To support in raising the profile of the school in the community by running play sessions for members of nursery age children in the school and local community
26. To organise an annual Healthy Eating Week - advertise this with the families and share resources with staff
27. Support individuals and groups of children with their mental health. Educate children to support their own mental health regardless of their environment.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organizational requirements of Academies Enterprise Trust.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendments at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer.
5. The job description does not form part of the contract of employment. It describes what the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Post holder may deal with sensitive materials and should maintain confidentiality in all Academy related matters

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Family Liaison Officer

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none"> Right to work in the UK 	<ul style="list-style-type: none"> N/A
	Qualifications required for the role	<ul style="list-style-type: none"> A minimum of Grade C or above Maths and English GCSE or equivalent level qualifications A levels or equivalent DSL Qualification (level 3) 	<ul style="list-style-type: none"> N/A
	Forward/Strategic planning	<ul style="list-style-type: none"> The ability to think strategically 	<ul style="list-style-type: none"> N/A
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> ICT literate, with a good general knowledge of Microsoft Word A minimum of 2 years' experience of direct work with children and families Thorough and up to date knowledge of safeguarding legislation and best practice Knowledge of local agencies both statutory and voluntary A working knowledge of the education system particularly children with additional needs Have an awareness and understanding of policies and procedures 	<ul style="list-style-type: none"> N/A



		relating to children's services	
Behaviours	Line management responsibilities	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
	Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication skills with young people, families and professionals • The ability to work without direct supervision • The ability to be organised • The ability to be able to inform, persuade, inspire and motivate children and parents • The ability to produce clear written reports • The ability to work independently and as part of a team • A strong commitment to multi agency working • A calm, flexible and positive approach to work • The ability to provide constructive feedback to other professionals and parents • A clear commitment to working with families and schools in a partnership model • The ability to work calmly in a sometimes emotionally challenging environment and to obtain appropriate support from within the team and school • Excellent facilitation skills 	<ul style="list-style-type: none"> • N/A
	Scope of the role	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A





<p>Budget</p> <ul style="list-style-type: none"> • size and responsibilities • advice impact on budget 	<ul style="list-style-type: none"> • Experience of managing budgets up to £1,000 	<ul style="list-style-type: none"> • N/A
<p>DBS (CRB)</p>	<ul style="list-style-type: none"> • This post is subject to receipt of a Disclosure and Barring Service Certificate 	<ul style="list-style-type: none"> • N/A
<p>Special requirements</p>	<ul style="list-style-type: none"> • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> • N/A

