

GROVE ACADEMY

JOB DESCRIPTION

POST TITLE: Community Liaison Worker	SALARY: L4 SCP 8 – 19,748.08 FTE £21,442
CONTRACT: Term Time plus 3 weeks	RESPONSIBLE TO: Assistant Principal

The main purpose of this role is to improve the achievement and engagement of identified cultural groups in Grove Academy

Main job functions.

- To develop good relationships with parents/carers of students and encourage parental/carer involvement in the school and its activities.
- To be proactive and inclusive in identifying needs, and support students and their families with improving achievement.
- To investigate concerns raised by parents/carers, pupils and teachers as agreed by the Senior leadership Team.

Responsibilities

- To liaise with teachers, Heads of Year and Senior Leadership Team to identify targets for success and relay to parents/carers.
- Establish and foster good relationships with parents/carers of identified students at the school. Encourage involvement of all parents/carers in the school and its activities. Build relationships with new parents/carers and assist in induction sessions.
- Visit parents/carers at home for individual consultations.
- Carry out review of behaviour, progress, and attendance of identified students each term.
- Encourage and support the development and use of English at home and school.
- Organise group meetings to inform parents of education system, school activities and wider issues to be addressed.
- Provide in class support.
- Use effectively the data available on the school system and provide reports when required
- Translate documents when required.
- Attend parents' evenings to support parents.
- Liaise with external agencies e.g. social services, police etc
- Keep effective records and provide data, as required for work/ visits undertaken
- To support transition from primary to secondary phases and promote
- To support positive destination planning post-16
- To carry out any other duties as directed by the Principal, as may from time to time be agreed, in accordance with the nature of the job as described above.

General

- Attend academy events & participate in academy emergencies as required.
- Attend training sessions and meetings as required
- Keep up to date with developments and changes to academy policies and procedures.
- Provide cover for absent colleagues.

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PERSON SPECIFICATION

Admissions & Administration Officer

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED A = application I = interview R = reference
GCSE to level C in English and mathematics or equivalent (minimum)	Yes		A
NVQ3 in admin or equivalent		Yes	A
KNOWLEDGE AND EXPERIENCE			
Admissions experience gained in a school or education environment	Yes		A
Office/administration experience commensurate with post	Yes		A
SIMs experience	Yes		A
Good ICT skills including databases, spreadsheets and the Microsoft programmes and the ability to support and train colleagues in the use of such programmes	Yes		A
Knowledge of Every Child Matters and safeguarding procedures	Yes		A I R
SKILLS AND ABILITIES			
Able to work on own initiative and prioritise workload	Yes		A I R
Able to work to tight deadlines	Yes		A I R
Able to communicate clearly and effectively in writing and verbally	Yes		A I R
Able to respond to a wide range of enquiries	Yes		A I R
Good record maintenance skills including information retrieval	Yes		
Accurate and quick data input skills	Yes		I
Able to analyse data and extract reports and other information to be used by others	Yes		
Awareness of the need for confidentiality	Yes		A