

JOB DESCRIPTION

Department:	Troon CP School
Job Title:	Family Liaison Officer
	5 days a week 8.30-3.30pm Mon-Friday (28.5 hours)
Grade:	E (£7.98 - £9.11)
Responsible to:	Headteacher
Supervisory Responsibility:	None
Important Functional Relationships:	<u>Internal:</u> All staff, Headteacher, SENCO, Directors, governors, pupils, <u>External:</u> Parents, Cornwall Council Departments, EWO, other Schools and Colleges, suppliers of goods and services, parents, visitors

Main Purpose of Job

We are looking for a unique person to support our families and children at Troon School. This role will be to work with families and children to reduce barriers to learning. These barriers include attendance and social and emotional difficulties including working with children dealing with difficult circumstances.

The role will be to support and help develop the schools policies, procedures and working practices relating to the support and management of pupils' attendance and well being at the school. The successful applicant will work and be line managed by the current Senior Leadership Member managing this area at the school. This candidate will work closely with the Leadership Team to set and assess targets relating to improved attendance. They will be responsible for the administration and tracking of attendance, and facilitating support programmes to address attendance problems. The successful applicant will be confident at talking to parents on the school gate and be able to deal with a range of needs sensitively.

This person will take a coordinating and pro-active role in the support of the learning, social, emotional and physical needs of families; to support the family through the provision of a high level of assistance in their learning, undertaking group work, individual work and ensuring the welfare and development of the families both in school and at their home. Experience in counselling children would be beneficial but a commitment to further training would be acceptable.

Troon is a community school and the successful candidate must be able to uphold the values and ethos of our school.

Please contact Julie Lamb on 01209 714289 should you require any further details.

Duties and Responsibilities – Family Liaison Officer

1. Through liaison with the School Office analyse findings and reporting on trends and patterns of attendance.
2. Be an initial 'port-of-call' for parents first thing in the morning and after school and liaise fully with class teachers and the Leadership Team
3. To develop policies on attendance in partnership with the school's Leadership Team.
4. To develop procedures and strategies to support the management of attendance.
5. Work in partnership with the Leadership Team to set targets and evaluate the success of support initiatives with regard to school attendance problems.
6. To work with the Leadership Team, SENDCo, teaching staff and the relevant advisers in order to review and monitor school policies and processes relating to attendance management, ensuring adherence to DfES guidelines and consideration of the success of the school's policies and processes.
7. To work with the Leadership Team, SENDCo, teaching staff, LA and external agencies to monitor and evaluate attendance and punctuality data and to promote, review and monitor success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
8. To ensure the utmost confidentiality with regard to all registration and attendance data and information
9. To audit and monitor attendance for the school in general and for groups including year groups, SEN pupils, Travellers and other ethnic minority group.
10. To work in partnership with external agencies including EWO and Devon and Cornwall constabulary in promoting strategies and initiatives dealing with attendance.
11. To draft and send out the appropriate correspondence to parents/guardians regarding the non-attendance of pupils. Some of these tasks will be undertaken in liaison with the school administration team.

12. To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school leadership team.
13. To offer support to families as requested by individuals or where there are concerns for a student's wellbeing in order to identify underlying issues affecting students' attendance, and to pass on information to parents and members of the pastoral team as appropriate and in accordance with the school's pastoral policies and procedures.
14. To advise on counselling and other support for families as appropriate.
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
16. To coordinate the assistance of families in developing knowledge, skills and positive attitudes. To take into account the learning support involved to aid the families to learn together as effectively as possible.
17. To establish supportive relationships within the families and to encourage acceptance and inclusion of all aspects of learning.
18. To encourage social integration and individual development within the families.
19. To develop methods of promoting and reinforcing families' self-esteem and confidence.
20. To assist in preparing, using and maintaining relevant learning resources.
21. To accompany families on appointments, parenting groups, learning visits etc.
22. To support parents and pupils during transition to different settings.
23. To promote and facilitate learning opportunities: Family Learning etc
24. To assist in the sustainable development of activities at appropriate sites and acquire funding as necessary.

25. To assess, monitor and record family progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and learning needs of families to the Headteacher.
26. Work in partnership with the support staff who provide additional support for pupils with EAL. Liaise with the Equality & Diversity Team as and when required.
27. To be aware of confidential issues linked to home-family/Teacher/school work and to ensure the confidentiality of such sensitive information.
28. To remain aware and work within all relevant working practices, policies and procedures.
29. To attend TAC meetings for children (and lead once training complete) and liaise with class teacher, leadership team and outside agencies
30. To be aware of and work in accordance with the relevant child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
31. To maintain confidentiality of information acquired in the course of undertaking duties.
32. To be responsible for your own, continuing self-development, undertaking training, to attend meetings and Professional Development as required.
33. To undertake other duties appropriate to the grading of the post as required.

Prepared by: Leadership Team

Date Prepared: April 18

PERSON SPECIFICATION

Job Title: Family Liaison Officer
Department: Troon CP School
Person Specification prepared by: Rainbow MAT
Date prepared: Reviewed in April 2018

Attributes	Essential	Desirable	How Identified
Relevant Experience	Substantial experience of working with children and young people.	Experience of leading or contributing to TAC meetings Previous experience of supervising groups of staff in a school environment with disaffected children. Experience in the role of Teaching Assistant.	Application form Interview
Education and Training	Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience). Attainment of GCSE's in Maths and English.	Training on the Connexions programme. Attainment of NVQ level 3 qualification in learning & mentoring (or a related field).	Application form
Special Knowledge and Skills	Communication skills. Organisational skills.	Knowledge of learning and mentoring schemes and the work of the MARU Knowledge & understanding of the responsibilities of Teaching Assistants. Counselling skills or commitment to further training	Interview
Any additional factors	Self-motivated. Ability to work in a team. Patient & friendly		Interview

	<p>High levels of confidentiality</p> <p>Easy to approach.</p> <p>Resilient and persistent</p> <p>Acceptance of different attitudes, willingness to work with children and young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Able to support the values of the school</p>		
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