

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST:	Family Liaison Officer
GRADE:	Range 3
PATTERN:	20 hrs/wk, 38 weeks (plus two INSET days) Ideally 8.20 am – 12.20 am 5 days a week Some evening work may also be required.
RESPONSIBLE TO:	Assistant Headteacher

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job Purpose

To support students identified as Pupil Premium (FSME6 and Service) students and their parents in effective engagement with school life throughout their time at John Colet School, with the aim of reducing the impact on educational attainment caused by home circumstances.

To promote good attendance of students to enable them to learn more effectively.

Identify challenges within the family and support or signpost as appropriate.

DUTIES AND RESPONSIBILITIES

- Establish and foster good relationships with parents/carers and targeted pupils at the school.
- Encourage parental involvement in the school and its activities and provide a link between home and school including at parents evenings.
- To work closely with the Pastoral Team including Safeguarding Officer and Attendance Officer.
- Work with parents to identify why their children are experiencing problems or barriers to learning. Ascertain the probable causes and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child's family.
- Give close attention to early identification and prevention of absence habits. Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance.
- To liaise with colleagues in school to organise support for students when necessary.
- To make recommendations for action to line manager as necessary.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be signposted to.
- To inform colleagues about social or behavioural issues or changes affecting students when appropriate.

- Support parents with multi agency meetings and make relevant referrals to external agencies.
- To attend Parents' Evenings or Parent Information evenings as required with the time being recompensed through TOIL.
- Keep records and all documentation pertaining to meetings/contact with children and young people and their families to ensure GDPR compliant.
- To liaise with feeder primary schools or other local schools as appropriate.
- To liaise with Designated Safeguarding Lead as appropriate.
- To participate in the School's appraisal system.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- To undertake other work as directed by your Line Manager.

"This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation"