Severndale
Specialist Academy

JOB DESCRIPTION – Family Liaison Officer

POST: Family Liaison Officer (2 posts)

RESPONSIBLE TO: Vice Principal and Lead DSL

SALARY: NJC Scale 5 (SCP13-17)

LOCATION: Severndale Academy

WORKING PATTERN: Variable times, 37 hours p/week (Term time + 4 weeks)

DISCLOSURE LEVEL: Enhanced Children and Adults

Severndale Specialist Academy Vision:

We are committed to demonstrating our school vision of 'Enabling Communication, Independence and Enjoyment for Life' through our chosen school values of Communication, Independence, Wellbeing and Inclusivity. We strive to live these values throughout each school day.

Our children and young people are aged 2 ½ to Post-19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavior of concern, arising from their condition; many have communication difficulties.

Main Purpose:

To work under the instruction and guidance of the Lead Designated Safeguarding Lead and alongside the EWO and as a team of 2 Family Liaison Officers to develop and provide positive links between home and school to strengthen the partnership between school and home, promote good attendance and positive behaviour for learning, and provide Early Help support to parents. To conduct 'keeping in touch' home visits to students not attending school, and non-attenders that fall below the EWO threshold. To support the Ealy Help strategy within the academy.

Specific Responsibilities:

Main Duties and Specific responsibilities	To complete daily 'keeping in touch' home visits/meetings relating to the points below - • Work to maintain positive and productive relationships between home and school. • To mentor and support students and their families to help them improve attendance and punctuality.

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	• To encourage an active partnership between children / parents / school by working creatively and positively with parents to achieve maximum involvement in their child's education – encouraging parents to understand the importance of the role they play in their child's education. • To empower parents to have confidence in their own ability to deal with issues that relate to their own children. • Working with school leaders and parents regarding student progress and engagement and how this links to attendance • To provide parental support with parenting, linking with the EWO and Safeguarding team, and support with the Early Help offer. • To enhance communication with parents whose child has improved their attendance (and behaviour and progress) – helping to ensure the improvements are maintained. • Working with leaders to pre-empt students whose attendance and associated behaviour would benefit from early communication with parents to support intervention. • To work with the Safeguarding Team to understand the teams concerns and support parents in understanding the interventions and support being put in place for their child. • Working with leaders to support the re-integration of students through regular contact with parents. • Working with the EWO, and VP and Lead DSL to make school policies and practices meaningful to parents. ○ To support parents with understanding school systems and procedures. • To develop ways of increasing parent attendance at school functions and events e.g., parents' evenings, celebration events • To keep accurate records and data which can be used to influence future planning. • To support parents by helping parents/carers improve their parenting skills, through learning opportunities and a support network. • To raise aspirations of parents for their children, supporting parents with careers meetings, visiting colleges, and understanding the process post 16 • To keep the parental section of the website updated • Support teaching staff with communication with home (telephone calls and meetings) • To support parents regarding key stage transition and school procedures • To organise and lead parental coffee meetings during the day and out of hours. • To visit new provisions with parents and students, organising transport and being the link between school, parents, and the provision.
General Responsibilities	• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Establish constructive relationships and communicate with other agencies /

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	professionals. • Attend and participate in regular meetings. • Participate in training and other learning activities and performance development as required.

Safeguarding Children
The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty –
This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.