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| **Post title:** | Family Liaison Officer |
| **Salary and Conditions:** | Grade E |
| **Responsible to:** | Assistant Vice Principal Learning & Support |

**Job Description**

**Core Priority**

***Improve learning and teaching to increase student outcomes***

**Specific areas of responsibility for this post:**

1. Uphold and contribute to the Catholic ethos of the academy
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
3. Have high expectations of self, colleagues and students; model this in all of your dialogue and actions
4. Working in close collaboration with the Attendance and Early Intervention Manager and in partnership with parents/carers and the academy to raise aspirations by assisting parents in developing their parenting skills and knowledge of educational expectations
5. Assist in tackling underachievement by working in partnership with vulnerable and disengaged families, parents, carers and pupils to have full access to educational opportunities and overcome barriers to learning and participation
6. Help develop and deliver early intervention and preventative initiatives to parents/carers and their children across the Integrated Service area and help parents to improve their parenting skills
7. Work with and improve parental communication and assist with learning strategies, to prepare parents and students before attending the academy e.g. assisting with transition home visits
8. Provide a one-on-one home based support service to parents/carers that have been identified by professionals as requiring additional parenting support in order to promote their children’s physical, intellectual, social and emotional development
9. Provide support packages, which may include group work or individual work with parents/carers and encourage good relations and effective dialogue between parents and teachers about their children’s progress
10. Work alongside a range of key partners in a positive and proactive manner to ensure the needs of the families remain as a central priority and focus
11. Ensure the views of parents/carers and their children are taken into account in the planning and implementation of support packages
12. Maintain records and documentation regarding work undertaken and to update/communicate with key professionals within the academy and externally on a timely basis
13. Work in co-ordination with schools and extended services to ensure parents are supported through key transitions periods as directed by local and national policy
14. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
15. Take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority’s Health and Safety Rules and Legislative requirements
16. Engage in performance management and appraisal processes as required
17. Attend core group, child protection and other required meetings
18. Assist the St Oswald’s Trust Attendance and Early Intervention Manager in the monitoring of attendance for the academy

To undertake any other duty as reasonably directed by the Headteacher not outlined in the above, commensurate with the grading of the position.