

Job Description for 'School and Family Liaison and Support Officer'.

Purpose of the role

- To support the wellbeing and achievement of children and young people at Priory Woods School and Arts College through close liaison with families, school colleagues and other agencies
- To support the safeguarding of our children and young people by taking on the role of one of the deputy safeguarding officers.
- To demonstrate and promote commitment to equal opportunities across the establishment and in relation to families and external colleagues

To achieve this, you will develop positive and supportive and on occasions challenging relationships.:

With Families

- To support the work of the school in ensuring our young people achieve to the best of their abilities by developing supportive relationships with their families, including the provision of a varied programme of activities, parenting support and other sessions to meet the needs of our families.
- To use high quality interpersonal skills to maintain good working relationships with families; support, challenge, motivate and provide information or training to increase capacity for parenting.
- To take a lead role in managing and delivering early intervention, preventative support and advice and guidance to pupils and their families.
- Ensure pupils, parents and carers have an active role when planning packages of support. Develop parental confidence in dealing with all agencies that affect children's lives, acting as an advocate if necessary.
- To be responsive to families when they are in challenging situations and to be proactive to identify and support where such intervention is needed, working with colleagues from other agencies to secure the best outcomes. This may involve home visits, workshops and group sessions and signposting to other avenues of support.
- To be a point of contact for parents whilst maintaining a professional , non judgemental relationship
- To support parents during situations which they may find difficult, e.g. formal meetings, benefit claims. To support families to express their opinions when they find it difficult to do so.
- To signpost parents to appropriate agencies or charities who offer financial support for families in need
- To develop and deliver a program of family related activities to support pupil leaning and to meet the needs of the school community.

With Other Agencies

- To build strong relationships with other agencies to ensure multi disciplinary support in ensuring the best outcomes for children, young people and their families. These agencies include Children with Disabilities Team, Transitions Team, other social care teams, colleagues performing a similar role in other schools, Early Help teams, NHS colleagues etc.
- Work in partnership with agencies to signpost support and make referrals.
- To represent schools at relevant meetings as required, e.g. network meetings, strategy and core group meetings, multi-disciplinary meetings.

With School

- To manage attendance procedures, ensuring contact for unexplained absences on a daily basis; identifying persistent absentees and following the required procedures to support improvements in attendance. To follow lack of response to first day contact by undertaking home visits or meeting with parents in school and offering appropriate support.
- To use SIMS data to support decisions about interventions and to complete all required records accurately and in a timely manner.
- To provide the Head Teacher with summative attendance reports using SIMS and to use this as evidence of impact of intervention if required; prepare reports to be shared with the Governing Body and SLT.
- With agreed supervision with the deputy head, manage the case load of vulnerable pupils and families. This will involve a high standard of record keeping and the preparation of detailed and well written reports; attending statutory meetings, liaising with children's services and an excellent knowledge of key legislation and guidance relating to the protection of children.
- Actively seek information regarding the range of activities, courses and organisations that may provide support to families, pupils and staff.
- To analyse data to identify and work with pupils with poor attendance and implement strategies to mitigate any barriers to improvement.
- To support individual pupils and school to achieve required levels of attendance through supportive intervention and recognition of achievement.
- To develop initiatives and campaigns with a focus on parental responsibilities and school attendance
- To manage a personal case load and use initiative when crisis situations arise and to effectively prioritise responses.

- To liaise with school staff regarding concerns and ensure records of any actions are kept using CPOMS.
- Using ICT, write detailed reports and case reviews providing recommendation
- As a deputy DSO, attend appropriate training and disseminate to staff
- To contribute to EHC plans
- To support school policies on behaviour and wellbeing
- To manage and develop our offer on extended schools
- To work with PTA to engender positive relationships with parents and school colleagues
- Show a duty of care and take appropriate action to comply with health and safety at all times.
- Engage in agreed performance management and appraisal cycles, managing own training and knowledge base appropriate to the role.
- Undertake any duties pertinent to the role as directed by the HT.

Safeguarding and Child Protection

- To promote and implement local area Safeguarding Children Board procedures and statutory procedure and policy relating to Child Protection and Safeguarding Children and Young People.
- To complete referrals to other agencies, including First Contact, as required.
- To use CPOMS to record and share information with school colleagues.
- To work closely with other agencies in order to keep children and young people safe
- To liaise with teachers and class staff to gather information for appropriate dissemination at meetings.
- To undertake necessary training to maintain up to date and relevant knowledge and skills and to disseminate as required
- To comply with all policies and procedures relating to health and safety, confidentiality, data protection and lone working.