**Job title:** Family Liaison Officer

**Reporting to:** Head Teacher

**Working with:** Senior Leadership Team, Teachers, Learning Support Assistants

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**Role Purpose:**

The purpose of the role is to support the Head Teacher and Governors in providing a holistic approach to the welfare of pupils and their families. To ensure pupils achieve their potential within the education setting and access social opportunities.

**Main duties:**

* Establish positive relationships with children and their families.
* Develop and enhance parental engagement with the school and other agencies.
* Take a holistic approach to education and reflect the importance of emotional well-being as central to the developmental and mental health needs of all children in their daily practice.
* Support parents of children with early signs of social, emotional, health or behavioural issues and work with them, school staff and other support agencies to prevent potential barriers to learning.
* Work with families to develop parenting skills and promote children’s wellbeing, emotional and social development
* On receipt of referrals from parents and the school talk with children experiencing difficulties and liaise with families and the school as necessary to reflect the concerns of the child.
* Ensure opportunities for all families to develop their understanding and knowledge of their child’s learning needs and development.
* Encourage good relations and effective communication between families and teachers about children’s progress.
* Work alongside teachers, parents and children to support individual children’s learning to prevent barriers to learning – working together to set clear and measurable targets to enable engagement and progress. Targets will be reviewed with all stakeholders present at set times.
* Take the lead in preparing assessments and other relevant reports for the purpose of Family Support Delivery Plans and lead necessary meetings with all stakeholders including the Head Teacher and SLT.
* Carry out weekly analysis of attendance data with particular reference to Pupil Premium children and work with families and teachers to overcome any potential barriers to learning.
* Identify with parents reasons for their children’s non-attendance. Ascertain the probable causes of the absences and implement strategies / action plans to resolve the situation – working closely with teachers, the child and the child’s family.
* Track persistent absence and work in partnership with the Head Teacher to signpost families to additional support.
* Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality.
* Maintain appropriate and confidential written records.
* Participate in the development of school rewards systems in relation to attendance.
* Lead on transition and work with feeder schools and gain any relevant information prior to a pupil transfer.
* Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families.
* Conduct reviews and assessments of all work being carried out and report to the Head Teacher as per calendar.
* To work with small individual children or small groups for the purpose of nurture work.
* Share with the Head Teacher any safeguarding / child protection concerns and maintain confidentiality.

**General:**

* Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Head Teacher.
* Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.
* Carry out other such responsibilities allocated which are appropriate to the grade of the post e.g acting as a cover supervisor if requested by the Head Teacher.