



**POST: Family Liaison Officer**

**SALARY RANGE: Bucks Pay 3**

 **8.30am – 4pm (3 days per week)**

To be responsible, under the direction of the Headteacher or Deputy Headteacher, for promoting and safeguarding the welfare of children within the education establishment, to assist families access to wider support and promote strong attendance for persistent absence.

To work closely with parents and carers to help overcome pupils’ barriers to learning. This will involve maintaining regular communication, pastoral support and liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupils’ development and progress.

The Family Liaison role is complementary to that of other school roles working in partnership to help further the aims of the school.

## Pupil Support

* Establish productive relationships with pupils, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all pupils within the school environment.
* Support pupils consistently while recognising and responding to their individual needs.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Provide pastoral support to pupils.
* Assist with the development and implementation of behaviour plans.
* Pastoral Support provision for pupils with emotional needs.
* Support children and families in the improvement of attendance, especially for persistent absence.
* Support pupils in the participation of positive play, being on duty each playtime and lunchtime.
* Provide feedback to parents in relation to progress, achievement, behaviour and attendance.

Support for Families

* Work with parents/carers to support learning and to provide a first base point for vulnerable families.
* Work with families to improve attendance rates for those pupil premium pupils and those with additional needs causing concern.
* Support families in crisis.
* Signpost families to other agencies who can support them through difficulties: Family Resilience, Women’s Aid, Young Carers, housing agencies.
* To support families who are working with social services.
* Work with Family support groups and the MHST to facilitate family learning in school.

## Team Responsibilities

* Awareness of the aims and objectives of the school and working towards their fulfilment.
* To conform to Health & Safety Regulations and to have a caring approach to the wellbeing of all children both in the classroom and in public areas of the school.
* To attend school trips and events when required.
* To support wholeheartedly the school ethos of a caring, supporting community.

## Health and Welfare of Children

* Overview and care of sick pupils.
* Keeping of medical records.
* Holder of First Aid certificate.
* Ensuring the appropriate completion of the accident book as required.

Additional Duties

* Ensuring that confidentiality is maintained at all times.
* Promoting the positive image of the school within the local community.
* Participating in the school’s procedures for Performance Management.

The duties of this post may vary from time to time without changing their general character or the level of responsibility entailed.