

**Southfield School
Family Liaison Officer**

Responsible to:	Director of Operations
Responsible for:	Overseeing of all communications with parents and carers and necessary stakeholders in ensuing that all pupils are able to access an aspirational and inspirational curriculum in meeting their needs.
Scope	Extended Leadership
Salary	£25,992 FTE
Hours / FTE	37 hours per week (term time plus two weeks). Hours are varied depending on needs of school / may include early starts, late finishing and flexibility in hours.
Main purpose of the job	
<ul style="list-style-type: none"> - To act as a point of contact for families, pupils and staff members in need of support. - To show an ability to work alongside families, pupils and staff members in offering high levels of emotional literacy and is able to understand and maintain safeguarding boundaries as well as empathise with and support others. - To carry out duties as necessary in the role of Deputy Designated Safeguarding Officer. - To manage, implement and review any support strategies in place for families and pupils within school and at home as necessary. - To help identify and address the needs of children and families who need to overcome barriers to learning. - To help families in need of support for their child's learning and well-being. - To support parents and pupils in developing resilience and independence in accessing support and participating in school and community life (building social and capital culture). - To support in reducing absence levels for vulnerable pupils. - To ensure parents are fully up to date with 'the life of the school' through regular communications to them. 	
Professional Duties	
<p>In addition to carrying out the professional duties as set out in the job description in accordance with the:</p> <ul style="list-style-type: none"> • School's aims, objectives, key priorities, values. • Policies and risk assessment of Southfield School. • Statutory documentation in relation to Health and Safety • Statutory documentation in relation to Safeguarding and Child Protection. <p>In addition, the specific requirements of the post, along with the duties expected of the post holder undertake any additional duties as required.</p>	
Strategic Responsibilities	
<ul style="list-style-type: none"> • Support the vision, ethos and policies of the school which secure effective compliance of all aspects across school. • To attend extended leadership, Internal Professional, Teachers and staff meetings as required. • Ensure the effective and proficient use of data from a variety of sources, both internal and external, in the process of the smooth running of assigned strategic aspects across school. • Assist in the preparation, implementation and monitoring of the School Improvement Plan. • Keeping up to date with developments in educational practice and statutory requirements. • To lead, motivate, support, challenge and develop all staff to secure continual improvement 	

including his/her own continual professional development.

- To support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local and national context.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- To ensure strong relationships with all stakeholders.

Areas of Responsibility

Family Liaison

- Be a pivotal point of contact for families including communications..
- Plan and undertake workshops, support stakeholders in meeting the needs for our families.
- Ensuring that our relationships with families is of the utmost importance and that we know our families.
- Work with individual families in ensuring that they have the necessary support system in place in order that their child can thrive at Southfield School.
- To liaise with SLT/Extended leadership to identify those children who would benefit most from family liaison support and create an appropriate support plan.
- To instigate and maintain positive relationships with families.
- To sign post families and refer to agency support if required.
- To support with school attendance to identify families where school absence levels are a concern (aiming for 96% attendance for all pupils).
- To ensure that necessary records are kept up to date at all times.
- To promote an open-door policy for families, including meeting children and families for ad hoc or short-term interventions.
- To meet and maintain contact with families of the most vulnerable pupils who have been identified for support, to gain insight into the family and provide parenting strategies when required.
- Transport liaison across school in ensuring the smooth and safe operation of all pupils to and from school.
- To plan resources and support for the needs of parents, carers and children as required.
- Collate qualitative and quantitative data when required, share information sensitively and maintain records to facilitate monitoring and evaluation.
- Annually review the impact of the Family Liaison Officer role on support and outcomes for families and pupils and set targets for development.

Deputy Designated Safeguarding Lead

- To support the school's Designated Safeguarding Lead (Headteacher) for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Support the Headteacher and other staff making referrals of suspected abuse to the local authority children's social care or where there is a radicalisation concern to the PREVENT programme.
- Liaise with the Designated Safeguarding Lead, local authority officers and other relevant agencies in relation to child protection and safeguarding.
- Keep up to date with any safeguarding developments relevant to the role in line with Keeping Children safe in Education.
- Represent the school in TAC, Core Group, Strategy and CP meetings.
- To further develop the school's attendance strategy.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Be responsible for providing data and analysis as required in relation to attendance, behaviour and safeguarding matters.
- Deputise and provide cover for the Designated Safeguarding Lead as required.

- To lead on staff training as required.
- To induct new staff on our safeguarding policies, procedures and systems.

Transition of Pupils into Southfield and Transition into New Setting:

- Support all transition work for new pupils and families into Southfield.
- Support all transition of Year 6 pupils into secondary placements. This may involve liaising with secondary transition workers to arrange visits / individual pupil meetings / supporting classroom practitioners in preparing pupils prior to moving to secondary school / leavers activities / ensuing the best possible start for pupils and their families.

Friends of Southfield School:

- Attend FOSS meetings as required.
- Support FOSS in fundraising efforts.
- Applications, as necessary for fundraising efforts.
- Being proactive in raising funds for the school.

In addition, the Family Liaison Officer will also be required to:

- Attend safeguarding meetings as required.
- Liaise with appropriate external agencies to support identified children and families, following advice given.
- When appropriate, to refer on to alternative interventions or agencies outside of school
- Undertake training in becoming a mental health lead across school in support of all families, pupils and staff members including the organisation of activities, training and events as necessary across the school year.
- Support as a first aider for staff as required combining the skill set of mental health lead.
- Attend relevant training linked to role as agreed with line manager.
- Accompany children and parents on visits, if necessary, e.g. dentist, GP.
- Ensure the organisation in running of events across school in support of pupils: e.g., vaccinations, school photographs, specialist dentistry.
- Support with social and cultural capital events.
- Provide regular communications to parents via Facebook, emails etc in ensuring they are fully up to date with the life of the school.
- Find solutions and overcome challenges.
- Be motivated and work positively and professionally with confidentiality.
- Carry out other duties as outlined by the Headteacher pertinent to the post and the needs of the school.

The post holder will be expected to liaise directly with the Senior Leadership team.

Confidentiality

To always maintain the highest level of professionalism and confidentiality.

Safeguarding Children and Health & Safety

Southfield school is committed to safeguarding and supporting the welfare of pupils and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and the Disclosure and Barring service. We will also complete online social media checks.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment apply to this post, whose holder is expected to carry out the professional duties as circumstances may require, under the reasonable direction of the Headteacher.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.