

SOUTHFIELD SCHOOL

Candidate Information Pack **FAMILY LIAISON OFFICER**



Introduction

Southfield School are looking to recruit a Family Liaison Officer. Reporting to the Director of Operations.

Contract Type

Full Time

Start Date

As soon as possible

Closing Date

Monday 27th January 2025

Interview Date

Friday 31st January 2025

Hours

Term Time plus two weeks

37 hours a week – Monday to Friday (Hours are varied depending on the needs of the School / may include early starts, late finishing and flexibility in hours).

5 days a week (may be negotiable)

Salary

£25,992 FTE

Grade

H4/Point 8

Family Liaison Officer - Recruitment Advertisement

Southfield is a primary school for approximately 100 pupils with Learning Difficulties, which include, Autism, Speech Language and Communication Needs, Global Developmental Delay, and other conditions.

Admissions are via the Local Authority, and the present criteria is that children are accessing learning approximately 50% below their chronological age. We follow the EYFS and Key Stage 1 National Curriculum and adapt these to meet the individual interests and needs of our pupils. We do this through a 3 Phase curriculum that is presently being developed. Priority is given to communication, self-regulation, independence and functional Literacy and maths. We use a wide range of approaches and strategies to support learning, including multi- sensory communication, social stories, TEACCH and Hertfordshire Steps. We also work with a range of professionals, from advisers in the Local Authority to Therapists and social care colleagues. Access to sporting and creative arts organisations, provide a range of enhanced learning opportunities, both in school and the local area.

Southfield is going through a period of rapid and exciting change, that you could be part of. It is a journey of challenge, in the pursuit of excellence, but one that provides huge rewards both personally, in your professional development and when you see the difference you make to the lives of our young people and their families.

Recruitment will be in line with our Safer Recruitment Policy and online searches may be conducted.



Family Liaison Officer – The Role

We have an exciting opportunity to recruit a Family Liaison Officer.

This role is complimentary to that of other school roles working in partnership to help further the vision and values of the school.

We are seeking to appoint a pro-active, organised, enthusiastic and self-motivated Family Liaison Officer who will work closely with parents and carers in all aspects of their child's life at Southfield and at home. This will involve regular communication with families, working with external providers and internal professionals.

The successful candidate will have a strong track record of working with young people and families.

We are an ambitious school who has high aspirations for our pupils.

This is a permanent role, term time plus two weeks (five of these days will be INSET days) and will require the post holder to be flexible with their time in support of the needs of the school. See the Job Description and Person Specification for full details of the role.

Applicants are strongly advised to visit the school, however, if you do have any questions, please do contact us.



About You

Criteria	Details	Essential	Desirable
Qualifications and Training	GCSE or equivalent in English and Maths	√	
	Senior Mental Health Lead training		√
	Experience of working with children with SEN		√
	Experience of supporting with safeguarding issues	√	
Experience	Working with children and families	√	
	Working within a school environment		√
	Working with colleagues and external stakeholders	√	
	Maintaining records to a high standard	√	
Skills and Knowledge	Excellent written and verbal communication skills	√	
	High attention to detail	√	
	Ability to relate well to a wider range of stakeholders	√	
	Ability to hold self and others to account	√	
	Ability to manage and identify potential risks	√	
	Safeguarding of children and young people		√
Personal Qualities	Ability to use initiative and work without supervision, but also a great team player	√	

About You (cont.)

Criteria	Details	Essential	Desirable
Personal Qualities (cont.)	A team-player who is not afraid to get their hands dirty (sometimes literally!)	√	
	Commitment to always maintaining confidentiality and integrity	√	
	Highly efficient and organised and able to work to tight deadlines	√	
	Prepared to go the 'extra mile' in support for the school, pupils, staff and all stakeholders	√	
	Ability to remain calm and patient under pressure	√	
	Ability to plan and manage own time effectively and support the work of others	√	
	Ability to resolve complex problems independently	√	
	Flexibility and adaptability in working arrangements to meet the needs of the school	√	
	Non-judgemental manner	√	
	Patience and understanding	√	
	Excellent communication and listening skills	√	
	Inspires trust and confidence	√	
	Committed to safeguarding, equality, diversity and inclusion	√	

Family Liaison Officer – Job Specification

The Person Specification is a picture of the skills, knowledge and experiences needed to conduct the job. It will be used in the shortlisting and interview process for this post.

The Family Liaison Officer is responsible for overseeing all communications with parents and carers and necessary stakeholders in ensuring that all pupils can access an aspirational and inspirational curriculum in meeting their needs.

Main Purpose of Job

- 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 can 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

In addition to carrying out the professional duties as set out in the job description in accordance with the:

- 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.

In addition, the specific requirements of the post, along with the duties expected of the post holder undertake any additional duties as required.

Strategic Responsibilities

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 systems 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 always kept up to date.
- 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 / ensuring 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 of teachers in the School Teachers' Pay apply to this post, whose holder is expected to carry out the professional duties of a teacher 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 duties as set out above.

Letter from the Headteacher

Are you bored with life? Looking for a new challenge? Have a desire to work in an environment where you can make a 'real' difference to the lives of young people? If so, Southfield School is the right environment for you.

We are a family with 100 pupils. No two students are alike, and no two members of staff are alike. Our pupils all have challenging ASD and associated conditions.

Our school vision is to support all children, so they thrive during their time at Southfield School and are prepared socially, emotionally, and academically for their next steps in education. Collaboration with parents and carers and the entire multi-disciplinary team who support our students is vital and key to our success.

Everyone plays a part in the future of our students with staff skills being used in order that we have a huge range of skill set and expertise. Everyone makes a difference to the lives of our students and families.

We are looking for like-minded, resilient staff who are passionate and who can work in a team.

If you have yet to find what it is that you were meant to do with your life – Southfield School may be what you have been searching for.

Come and join us and make a difference to the lives of children every day.



Angela O'Rourke
Headteacher



A Bright Future for ALL

OUR VISION AND VALUES

