



JOB DESCRIPTION

POST: Family Liaison Officer

GRADE: 6 (SCP 16 – 22)

RELATIONSHIPS:

The post holder is accountable to the Principal and Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE To work with the Pastoral Team and Vice Principal (DSL) to reduce persistent absence; ensure that every pupil identified as persistently absent has a pastoral support plan that clearly details the actions, targets and review dates to be achieved in reducing a pupil's absence within an agreed time scale, provide information to parents/carers of pupils who are persistently absent about the current education/labour market so that a clear understanding of why attendance is important is achieved, support the pastoral team with administration and recording of behaviour and rewards information, use and contribute to the School Information Management system to ensure effective monitoring, evaluation and review of attendance data and behaviour, support the pastoral team in developing a framework with local primary schools to pro-actively reduce persistent absence before they attend secondary school, identify personal issues that are affecting pupils' performance at school and share this information with relevant staff in order to help the student maintain curriculum progress. To work with the SENCO to coordinate EHCP Annual reviews and provide additional admin support as required.

MAIN DUTIES & RESPONSIBILITIES:

- To undertake training and act as a Deputy Designated Safeguarding Lead.
- To be the first point of contact for any parent/carer who has an issue with regard to attendance and safeguarding.
- To get to know the families and young people and be proactive in dealing with any barrier to learning before it happens.
- To have an up to date picture of every identified young person at the Academy and keep up to date with any issue relating to a young person's educational experience.
- To liaise with any other Academy teams as necessary, to inform them of any issues that relate to the service they offer for any identified young people, and monitor the process to ensure the correct strategies are in place.

- To ensure that all parents/carers are communicated with using as many appropriate mediums as possible.
- To ensure compliance with the Academy data collection and protection policy and associated legislation.
- To identify any concerns, such as child protection issues, to the Designated Safeguarding Lead/Vice Principal when appropriate Work closely with the VP/AVP/SENDCo Pastoral Team and other staff to ensure effective administration of the Academy's Safeguarding Policy and strategy.
- To work with VP/AVP to provide a safe and effective learning support as required.
- To support the Vice Principal with a schedule of Academy outreach sessions and methods; this to be presented to the Vice Principal with a view to on-going implementation
- To maintain the contact log and file for every young person.
- To identify and contribute to best practice, both internally and externally, in Home/School liaison.
- To ensure meetings take place half termly with other Family Liaison Officers within Ambitions Academies Trust to share practice and develop/implement proposal for whole Academy activities.
- To support the Senior Leadership Team with induction for young people who join the Academy in-year and conduct exit interviews for young people moving to another school.
- To liaise with colleagues leading on Internal and External Transition.
- To co-ordinate the collection of work for young people not in attendance at the Academy as a result of exclusion or long term illness.
- To be responsible for arranging and minute taking for EHCP Annual Reviews.
- Provide additional administration support to the SENCO
- To support the Senior Leadership Team with the recording and administration of Pupil Consultations received from the Local Authority.

Additional Requirements:

- To undertake home visits; a clean driving licence and appropriate insurance is required.
- To have a flexible approach to working hours; lone working may feature a part of this role.
- To undertake administration duties relating to safeguarding, inclusion, behaviour and attendance.

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee’s file.

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All