

Name of post holder:

Title of post: Family Liaison Officer

Salary scale: Scale 5

Contracted working weeks: Term Time + 5 days.

Hours per week: 37 hours

Daily working hours

Monday – Thursday 8.15 am – 4.15 pm (to include 30 mins lunch break)

Friday 8.15 am – 3.45 pm (to include 30 mins lunch break)

General duties and responsibilities for the Family Liaison Officer.

- To support the academy values and importance placed on academic success.
- To be a role model and champion for a small group of students who have additional barriers to learning/attending school.
- To mentor and support these students and their families to improve attendance and punctuality.
- To be a point of contact for parents and external agencies in relation to their barriers to learning/attending school.
- To support the reintegration of students who have been absent for extended periods of time.
- Undertake home visits to ensure students are safe and well.
- To work as a team alongside strategic leaders, other pastoral leaders, subject leaders, teachers and support staff to provide a safe, purposeful learning environment.
- To welcome students each morning to ensure that they have a smooth start to each day.
- To be highly visible and have a high profile around the academy.
- To support our approach to calm, controlled break and lunch times by providing enrichment activities.
- To monitor the academic achievement, punctuality and attendance of the group.
- To undertake appropriate training and professional development as required.
- To follow whole school safeguarding systems.
- To undertake any reasonable tasks commensurate with the title and grade of the post held.
- A willingness to undertake a first aid qualification and support the first aid rota within the academy.

Line manager (also responsible for performance management)

- Assistant Principal for Safeguarding.

Person Specification

- Understand the importance and value of a good education.
- Have a positive ‘can do’ attitude.
- Be hungry to make a real difference.
- Be humble enough to accept feedback in order to continually improve.
- Be able to work as part of team and buy into the academy’s values.
- Feel empowered to take ownership over the cohort and their provision.
- Have a firm, but fair approach to behaviour.
- Be calm and logical under pressure.

- Be organised.
- Can develop positive relationships with parents.
- To provide a positive role model through a commitment to high standards and smart, professional appearance.
- To be a confident user of ICT in order to support your role.
- To deal with staff, students and parents with sensitivity and confidentiality.

Review arrangements

This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed..... Principal

Date.....

An electronic copy of this document will be kept with your personnel records.