

# Family Liaison & Pupil Support Officer Job Description

Reports to: Head Teacher

Line Manager: HT/DH

## Objective of Job

Under the direction of the School Leadership Team,

- To build up effective relations with parents/carers, be an avenue for communication for them and assist with removing barriers. .
- To provide support to school, families, parents and pupils in a school context to enable positive participation to encourage their involvement in the school environment and improving learning opportunities for children.
- To work directly with children and families empowering them and their families to get the most out of the education opportunities available.
- To work with school, families, parents and pupils on preventative and early intervention activities by investigating and identifying the circumstances behind the area of concerns that trigger the involvement of specialist services and other agencies.
- To liaise with outside agencies re children and families and to signpost to outside support where necessary
- To work with families to engage with the EHAT process, to attend meetings and offer support.
- To assist with implementation of the school's attendance and punctuality policies.
- To work within the community to celebrate and enhance the schools' reputation through positive publicity.

## **Main Duties and Responsibilities**

- To work as part of a support team working closely with other staff carry out similar roles.
- To be a member of the school safeguarding team.
- Support children with early signs of social, emotional, health or behavioural issues.

- Work with the parents, pupils, school staff and other support agencies to prevent problem worsening and interfering with the pupil's ability to engage with school and learning.
- Establish own casework of pupils within the school who have behavioural, emotional and health difficulties.
- Implementing strategies and supporting pupils in self-esteem and confidence-building activities;
- Provide impartial information or referrals to parents about the school and relevant local services available to parents, pupils and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- To support the designated looked After Children lead, to attend CLA meetings and engage with PEPs.
- Identify in partnership with parents their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.
- To support parents and their children through transitions to ensure continual engagement with school and learning.
- To encourage good relations and effective dialogue between parents and teachers about children's progress.
- To ensure parents feel confident to engage with their child's learning by facilitating and arranging family learning opportunities at the school.
- Help the school set clear short and long term objectives in line with school policies to improve attendance and punctuality, including active promotion and operational support for incentive schemes, celebrating good responses and the achievement of targets.
- Identify and investigate absences and/or poor punctuality, establish the reasons behind these occurrences and develop strategies for improvement.
- Give close attention to early identification and prevention of absence traits.
- Work with parents and families, school and pupils, to identify why full attendance is not being achieved.
- Work closely with EWOs and school attendance officers.

- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance.
- Liaise with other agencies and work closely with health, social care and education staff.
- Provide support, advice and assistance to teaching and other school based staff regarding pupils with behavioural and emotional needs.
- Maintain accurate records of pupil's involvement and prepare reports for head teacher as required.
- Organising and running extracurricular activities, such as sports, music and discos, during lunchtimes or as out-of-school activities.

### **General**

- Attend and participate in relevant meetings, training, other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of a commitment to equal opportunities and diversity
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

To share the Headteacher's vision for the school by fully supporting her in creating positive strategies for school development and improvement.