



DUNMORE PRIMARY SCHOOL

JOB DESCRIPTION

Job title:	Family Liaison Officer
Responsible to:	Headteacher
Rate of pay:	Support Staff Grade 8, Pt 18
Conditions of work:	15 hours per week: 8.30am – 11.30am: Term time only, which may include some after school hours/evening and holiday work by negotiation.

Purpose of the job:

- To work holistically and preventatively with families to improve children's well-being and attainment.
- To provide support for parents/carers and pupils at times of change and stress.
- To engage parents in supporting their child's education.

Key tasks are to:

Offer support to parents/carers/families who are referred by the school, by support services, or who refer themselves. This could be in the home, in school, other appropriate venue, or by telephone.

Lead on the completion of Strengths and Needs forms as part of the Early Help strategy.

Liaise with the Locality Community Support Service when required for and on behalf of families and the school.

Support families with a wide range of issues, including bereavement, family breakdown, mental health difficulties, debt, drug, and alcohol misuse.

Support families, where parents work in the Armed Forces, particularly at times of transition and change.

Provide support and advocacy for families of children with additional needs.

In partnership with the Early Intervention Team to support identified families to achieve regular attendance and reduce exclusions.

Work with other agencies in order to be able to act as a signpost for families and to ensure that they receive appropriate support.

Work with individual pupils where appropriate when issues from home are affecting or likely to affect their performance/attendance/behaviour at school, particularly on issues such as anger management and self-esteem building.

Promote and publicise the support available among families, the local community, school staff and other professionals working in the area.

Assist in providing information and support at times of transition such as starting school or moving to secondary school. To liaise with pre-school/nursery settings and secondary schools to ensure that vulnerable families are supported through these transitions and where appropriate to provide group and/or one to one support for such families.

Set up drop in/group sessions where appropriate for parents/carers to share common concerns/discuss issues.

Provide parenting education and support, both one to one and, where appropriate, in groups.

Promote close collaboration between families and teachers/TAs, encouraging and facilitating effective dialogue between parents and teachers about children's progress including providing support for teachers around working with parents, and providing support and advocacy for parents.

Support parents so that they can help their children to fulfil their potential in school, e.g. around reading, homework, and positive behaviour, where appropriate facilitating and arranging Family Learning opportunities within schools.

Maintain appropriate records and confidentiality standards.

Work in accordance with Safeguarding policies and procedures.

Take part in monitoring and evaluation of the work.

Take part in relevant training, professional development and supervision.

Keep abreast of any changes to the Family Liaison Officer role through training clinical supervision, and contact with others in similar roles.

November 2024