



# The Wavell School

## Job Description – Family Liaison Officer

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| <b>POST:</b>                 | Family Liaison Officer  |
| <b>REPORTING TO:</b>         | Assistant Headteacher (Inclusion and Intervention)  |
| <b>HOURS:</b>                | 37 hours per week (8.00 – 4.00, Monday to Friday) Term time plus CPD days (40 working weeks)  |
| <b>GRADE:</b>                | E   |
| <b>ROLE PURPOSE:</b>         | <b>To provide support to students at risk of social and educational exclusion and their families, developing strong links between the school, families and other agencies to improve educational opportunities and future life chances of pupils and to promote a positive attitude towards school.</b>   |
| <b>KEY RESPONSIBILITIES:</b> | <p>The Family Liaison Officer is pivotal in fostering positive relationships between the school, students, and their families. The successful candidate will be responsible for a variety of tasks aimed at promoting student attendance, engagement, and overall well-being. The following points outline the key responsibilities associated with this role:</p> <ol style="list-style-type: none"> <li>1. To contribute to the school attendance priorities as identified in the School Improvement Plan, facilitating the successful reintegration of students into the school environment.</li> <li>2. To work closely with identified families, enhancing self-esteem, confidence, and academic achievement while improving overall attendance.</li> <li>3. To assist families in accessing appropriate agencies as necessary, ensuring that every child can fully benefit from the educational opportunities provided by the school.</li> <li>4. To encourage parental engagement during school events, Parent Partnership evenings, and other in-school meetings, fostering a collaborative community.</li> <li>5. To support parents in establishing a positive learning environment at home, promoting the importance of homework completion to enhance educational outcomes.</li> <li>6. To maintain a constructive working relationship with the Student Services Manager, ensuring seamless communication and collaboration.</li> <li>7. To engage with families of students experiencing emotional or behavioural difficulties and where attendance is irregular, working to minimise the risks of absenteeism and potential exclusion.</li> <li>8. To keep comprehensive tracking information, ensuring that appropriate interventions are implemented and monitored for their effectiveness, with progress reported to the Senior Leadership Team (SLT) as required.</li> <li>9. To work on a one-to-one or small group basis to champion and support positive school attendance.</li> <li>10. To collaborate with school refusers, nurturing a positive relationship to facilitate their reintegration into the school environment.</li> <li>11. To liaise with the Local Authority to escalate attendance concerns, including administering fixed penalty notices as necessary and as a last resort.</li> <li>12. To undertake the role of Deputy Designated Safeguarding Lead, attending meetings with external agencies as required to ensure the safety and well-being of students.</li> <li>13. To maintain effective communication with parents, carers, and professionals, including encouraging and facilitating review meetings to discuss student progress.</li> <li>14. To participate in professional development, attending school CPD Days and completing any relevant continuing professional development.</li> </ol> |

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|  | <p>15. To play an active role in the school community, supporting the ethos and encouraging all staff and students to embody these values.</p> <p>16. To assist the Pastoral Team in fulfilling all aspects of their responsibilities, contributing to a holistic support system for students.</p> <p>17. To undertake any other reasonable tasks at the Headteacher's discretion, demonstrating flexibility and commitment to the school's objectives.</p> <p>This role is essential in building bridges between the school and families, ensuring that students receive the support they need to thrive academically and socially.</p> |
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