FCAT
The best we can be

Job Description for the position of Family Liaison Officer

Salary:	NJC Pay Scale
Responsible to:	Designated Safeguarding Lead
Date of Job Description:	May 2022

Purpose of the Role:

To assist the DSL in co-ordinating safeguarding across the school, this will include active participation in sharing key information with staff teams and external agencies/providers.

To assist with the admission and induction of new pupils through processing incoming pupil referrals and producing the necessary referral documentation in conjunction with the SENCo/DSL

To support families to enable their children to achieve potential whilst simultaneously breaking down barriers to success at school and home.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.

- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

Deputy Designated Safeguarding

1. To ensure that safeguarding policies and procedures are followed at all times.
2. To respond to safeguarding incidents using appropriate policies and procedures.
3. Liaise with external agencies in relation to safeguarding incidents.
4. To represent the setting at meetings that focus on the safeguarding of children attending school or the Children's Centre.
5. Manage caseloads and maintain casework documentation.

Family Liaison Worker

6. Agree action plans with parents / carers to monitor and report on progress and achievements
7. Signpost families to sources of advice and guidance
8. Support school strategies to improve behaviour and attendance
9. Maintains and updates sensitive pupil records and case files whilst keeping confidentiality
10. Support, challenge, motivate and provide information to parents/carers to increase their capacity for parenting and support pupils achievement
11. Develop and maintain effective contact and communications with families including accompanied home visits
12. Support parents/carers to develop their parenting skills including those which are complex in nature
13. Analyses and reports on the impact of provision, pupil and parenting needs and responding to these.
14. Identify and monitor early intervention with regard to safeguarding issues.
15. Develop effective working relationships with external agencies such as health and social care
16. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps.
17. To engage with families and encourage and support them to access Children's Centre core services and activities.
18. To link closely with other Children's Centre's, raising awareness of services and encouraging families to access.
19. To work co-operatively with senior members of staff to ensure good practice.
20. To carry out some administrative duties.

21. To attend appropriate training courses.
22. Demonstrate own duties to new or less experienced staff
23. Adhere to Health and Safety procedures
24. Adhere to safeguarding procedures

Knowledge and Skills:

Childcare Qualifications NVQ3 or other relevant childcare qualifications. Experience of working with families