

## Montgomery Junior School Family Liaison Worker - Job Description

<b>Job Title</b>	Family Liaison Worker
<b>Grade</b>	2021 Scale 5- Scale 6
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Staff, Pupils, Parents & External Agencies, as required
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To direct support for parents/carers enabling access and opportunities for all pupils</li> <li>• To provide direct support for parents/carers of pupils with emotional and/or behavioural difficulties in order to support the work undertaken in school.</li> <li>• To help establish and maintain positive relationships between school staff and parents/carers and encourage the consistent use of behaviour management techniques at home and encourage school attendance.</li> <li>• To provide a range of practical workshops for parents/carers designed to promote and develop positive behaviour management skills at home.</li> <li>• To establish and co-ordinate links with a variety of agencies working with pupils who have emotional and/or behavioural difficulties.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To promote and facilitate pupils' attendance at school</li> <li>• To work with parents and pupils to ensure full inclusion positively</li> <li>• To support strategies designed to encourage and develop appropriate behaviour in and out of school, individually / group / whole class</li> <li>• To signpost families to staff, colleagues as well as other services and professionals</li> <li>• To participate in the evaluation and review of the agreed support in conjunction with staff</li> <li>• To attend relevant meetings</li> <li>• To discuss with parents/carers, within the home context, support strategies designed to encourage and develop appropriate behaviour in variety of settings</li> <li>• To plan and deliver a range of practical school-based workshops for parents/carers</li> <li>• To model alongside parents/carers activities designed to develop pupil's problem-solving, listening and social skills</li> <li>• To participate in the evaluation and review of the agreed support in conjunction with other Behaviour Support/School staff.</li> <li>• To consult with parents regarding pupil support matters and responding to incidents e.g. challenging behaviour</li> <li>• To be aware of and working within the schools policies relating to Safeguarding and Child Protection and physical contact with pupils</li> <li>• To take personal responsibility to make a decision when appropriate to inform parents by letter of incidents that may have occurred</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>
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**PERSON SPECIFICATION  
FAMILY LIAISON OFFICER**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	NVQ Level 2 or equivalent in Learning Support Experience of working with children in a professional setting
	Knowledge of relevant policies and procedures	Being aware of and working with the schools policies in relation to inclusion, child protection and physical contact with pupils
	Literacy	NVQ Level 2 or equivalent in English
	Numeracy	NVQ Level 2 or equivalent in Maths
	Technology	Good working knowledge of ICT to support learning and to carry out administrative duties
<b>Communication</b>	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the schools behaviour management policy, as required
	SEN	Encourage the inclusion of pupils with emotional and/or behaviour difficulties in a mainstream setting
	Curriculum/School organisation	Good understanding of the school curriculum
	Child Development	Good understanding of child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creatively and an ability to resolve

		problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of health and safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role