



Post title	Family Liaison Officer
Reporting to	SENCo
Job Purpose	<ul style="list-style-type: none">• To engage with families joining or within the Legra Trust Nurture Base to coordinate and provide family support.• To help children and families to overcome barriers and challenges in order to improve attendance and learning at school.• To work with parents and their children in their home and in the Legra Trust Nurture Base to increase the skills, confidence, and abilities of family members to live their daily lives positively.• To provide the schools, parents and wider agencies with informal advice and guidance. To coordinate and facilitate Parenting/Adult Education Programmes.• To improve outcomes for families.
Key Responsibility and Duties	<ul style="list-style-type: none">• Involvement in Nurture Base welcome and assessment process including carrying out home and school visits and follow up work.• Under guidance from the SENCo, engage with families of students at Nurture Base in order to formulate a package of support for all parties.• Act as a point of contact in school for families in need of support.• Priorities in relation to attendance, attainment and behaviour• To signpost parents, carers to the range of universal groups, support services and activities on offer locally.• Attend meetings as appropriate to support parents and students with their attendance and learning at the Nurture Base.• To seek advice and guidance from safeguarding leads when working with a challenging family who are not meeting the agreed outcomes to discuss and agree future interventions.• To build effective relationship with families.• To provide opportunities for families to engage with the Nurture Base by sourcing or/and initiating shared learning opportunities e.g. adult education courses, parenting support.• To maintain regular contact with families of children receiving support to encourage positive- families involvement in the child's learning.• To be able to manage and respond to any changes in the families' circumstances, being particularly aware of the impact of any crisis events that may occur.• To maintain record keeping in accordance with the policies and procedures in place in school, including case studies.• Comply with Health and Safety and Safeguarding policies and procedures at all times.



Knowledge, Skills and Experience	
Essential	Desirable
Experience and Knowledge	
<ul style="list-style-type: none"> Understanding of engaging and working with children and their families. 	<ul style="list-style-type: none"> Work in or liaison with statutory or voluntary agencies. Teaching, Counselling or equivalent qualification.
Education and Qualifications	
	<ul style="list-style-type: none"> NVQ Level 3 or above in Family Support, Social Work, Childcare, Play Work, Community Development of Children's Health, working towards or willing to obtain this qualification.
Abilities and Skills	
<ul style="list-style-type: none"> Knowledge of and ability to support children's development needs. Skills in direct work with children and their parents. Ability to promote positive parenting skills and self-esteem. Communication and engagement skills Understanding of the issues related to disadvantaged families and students. Ability to keep records and write reports. Sympathetic understanding of situations involving high levels of family stress. Basic computer skills (e.g. Microsoft Office, email and internet) 	<ul style="list-style-type: none"> Working knowledge of child protection and domestic abuse.
Characteristics	
<ul style="list-style-type: none"> A caring and pleasant approach to work and people A positive approach to difficult situations and challenges Ability to work on own initiative and cooperatively as part of a team. Ability to work in a non-discriminatory and sensitive respectful way. Good organisation and planning skills 	<ul style="list-style-type: none"> Full, clean UK driving licence and use of car for work purposes.