



GREATFIELDS SCHOOL

Dream it.  
Believe it.  
Achieve it.

Great Careers

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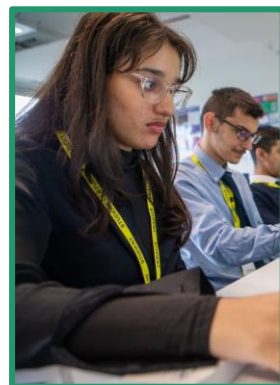
# JOB PACK

**POST:** Family Liaison/Safeguarding Officer

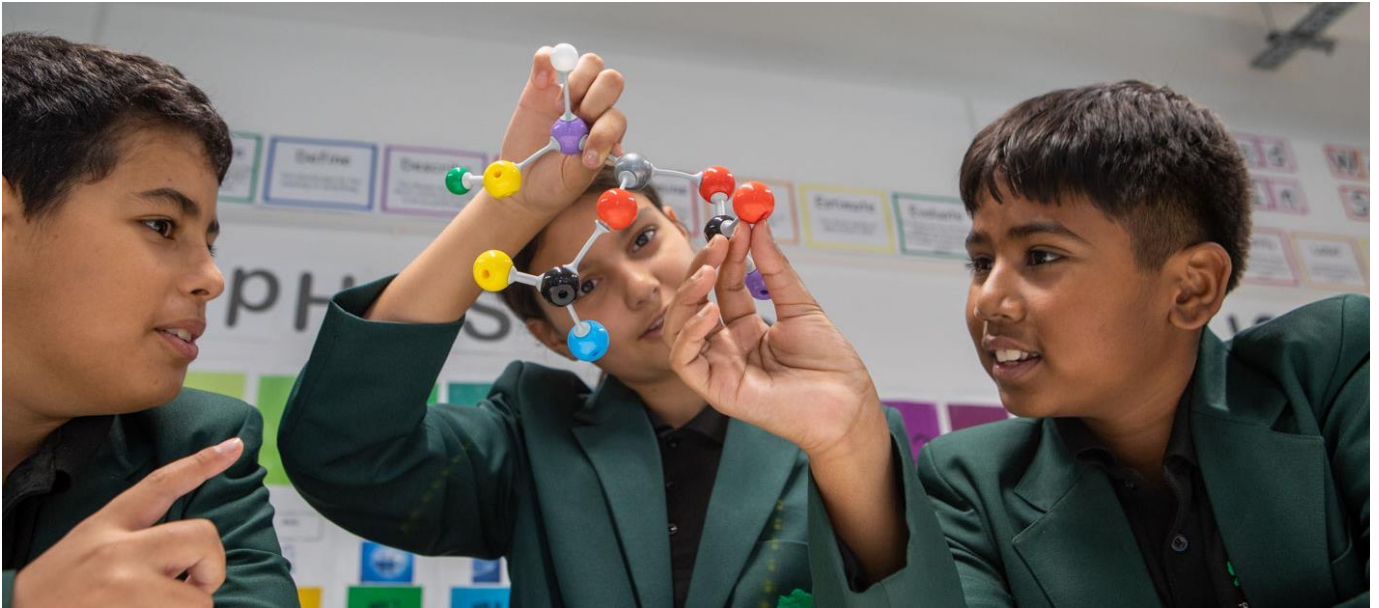
**SALARY:** APT&C Scale 5 term time only, £25,815 actual salary

**CLOSING DATE:** Monday 22<sup>nd</sup> April 2024

**INTERVIEWS:** Friday 26<sup>th</sup> April 2024



*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*



## The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 970 students, and our Sixth Form opened in September 2022.

## Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



## Job description

### Line Manager:

Deputy Designated Safeguarding Lead

### Purpose of job:

The Family Liaison Officer will focus their work on tackling students' underachievement by working with families, parents, carers

### Core responsibilities and duties:

- Establish positive relationships with children and their families, developing and enhancing parental engagement with the school and other agencies.
- Work with families to develop parenting skills and promote children's wellbeing, emotional and social development.
- On receipt of referrals talk with children experiencing difficulties and liaise with families to reflect the concerns of the child.
- Carry out weekly analysis of attendance data with particular reference to Pupil Premium children and work with families and teachers to overcome any potential barriers to learning.
- Identify with parents reasons for their children's non-attendance. Ascertain the probable causes of the absences and implement strategies / action plans to resolve the situation – working closely with the pastoral team, the child and the child's family.
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality.
- To refer cases for consideration on enforcement actions and completing recommended actions within expected timescales. To prepare and present prosecution cases in relation to non-school attendance.
- To fulfil School's legal responsibility in locating Children Missing Education (CME) and to support those families who wish to educate children otherwise than at **school (EHE)**.
- **Keep full and accurate records and all relevant documentation relating to meetings** and contact with children and their families.
- To be part of the school's safeguarding team and receive level 3 training.



- To plan and deliver a range of practical school-based workshops for parents/carers.
- Contribute required information for reviews and case studies.
- Provide written reports and assessments.
- To look for CPD and other professional development opportunities in order to develop own practice and that of the school.

**Notes:** The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the Head of Department or Head of School within the grading level of the post and the competence of the post holder.

***This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.***



## Person Specification

Criteria	Essential	Desirable
Qualifications and Knowledge	<ul style="list-style-type: none"><li>GCSE C+ English and Maths (or equivalent)</li></ul>	<ul style="list-style-type: none"><li>Level 3 qualification</li><li>Degree</li><li>Additional qualifications as evidence of supporting children and / or their families with additional needs.</li><li>An understanding of the Local Authority attendance procedures.</li></ul>
Skills	<ul style="list-style-type: none"><li>Ability to form positive relationships with students and colleagues.</li><li>Resilient and never giving up on a student.</li><li>Hard working and willing to 'go the extra mile'.</li><li>Flexible</li><li>Willing to accept constructive feedback and learn from it.</li></ul>	<ul style="list-style-type: none"><li>An understanding of the needs and difficulties which people with mental health problems or other disabilities face</li><li>Ability to create and deliver training and workshops for parents/carers</li></ul>
Experience	<ul style="list-style-type: none"><li>Experience of working in a school environment.</li><li>Experience of working with young people.</li><li>Experience of working with families</li></ul>	