



Family Liaison Worker – Grade 6

35 hours per week, 38 weeks plus 5 INSET days

Core Purpose:

- To build and maintain positive working relationships with parents and carers across Gloucestershire, providing family and student support as needed, either as part of multi-agency plans or school agreed actions

Key responsibilities include:

- To build and maintain effective working relationships with vulnerable families, providing advice, support and guidance to parents/carers when dealing with difficulties at home.
- To be a first point of contact for some families to facilitate positive engagement and communication with school.
- To complete referrals and liaise with a range of professionals to support the identified needs of students and families.
- To attend meetings as required, providing information as appropriate to those attending and to school staff
- To provide practical support to families to facilitate their wider engagement with school e.g. transporting them to meetings
- Assist in the preparation and planning of, and through escorting and supervising students on, educational visits and out of school activities
- To provide support for targeted students in centre, as agreed through multi professional meetings
- Providing break, lunchtime and offsite supervision when appropriate

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as requested by the Director or senior leader

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
A relevant, recognised qualification e.g. Diploma in Childcare, NVQ Level 3 for Teaching Assistants		D
Other relevant training e.g. Team Teach, first aid		D
Knowledge, skills and behavioural attributes		
Knowledge and understanding of students' barriers to learning	E	
Skills in working in a trauma informed, relational and restorative way with young people	E	
Ability to remain calm and empathetic under pressure or when supporting challenging behaviours	E	
Ability to work in an inclusive and non-judgemental way.	E	
Basic understanding and use of technology e.g. internet, email, Microsoft office	E	
Knowledge and understanding of the SEND Code of Practice		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to work independently in a range of settings and at times unsupervised.	E	
Experience		
Significant experience of working with children and/or families	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
Safeguarding		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Level 2 Safeguarding and Child Protection training		D
Other		
Driving license and willing to drive students/families	E	