

**PARRS WOOD HIGH SCHOOL**  
**A member of Greater Manchester Education Trust**

**Job Description**  
**Family Liaison Officer**  
**Grade 6 (Term-time only +2 weeks)**

The post holder will report in the first instance to the Student and Family Services Leads. Apart from other colleagues in the school, the main contacts of the job are: Local Authority, Children Services including Early Help, School Nurse, CAMHS, external AP providers, parents and students.

---

**Main Purpose of the Job:**

To be read in conjunction with 'Annex B – Role of the Designated Safeguarding Lead' in Keeping Children Safe in Education (2023) which you can access via this link, [https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf)

To support the work of Student and Family Services (Designated Safeguarding Lead(s) and Attendance Lead) in delivering safeguarding across the academy and ensuring that academy policies are embedded, and all aspects of our practice meet statutory requirements and a culture that puts exemplary safeguarding of children at the heart of all we do.

---

**Main Duties and Responsibilities:**

- To contribute to the promotion of general progress and well-being of students and staff within the school.
- Multiagency approach to support student and family services, and the promise of the right support. Challenge at the right time and in the right place – synergistically working across safeguarding into attendance, SEND, inclusion, pastoral, behaviour and progress.
- Utilise Every Child Succeeds approaches for early identification and putting in place interventions for students and families to improve attendance and keep them safe.
- Casework including leading on Early Help; documentation for Children's Services and court action.
- Conduct home visits and family meetings to support students and the wider community.
- Lead on "Leading Parent Partnership Award" to support shaping a Parrs Wood High School family hub local offer, that reflects the views and needs of our community. For example, 'Parenting Your Teen', online safety workshops and delivery of Parenting Forums.
- Ensure staff are alerted to the specific needs of vulnerable young people particularly those with special educational needs and disabilities; young carers and those identifying as LGBTQ+. Share safeguarding information regarding students through weekly Every Child Succeeds CASCADE; Every Child is known spreadsheet, P360 meetings etc.
- Advise on cases by considering the needs of the individual, ensuring that there is a child centred / family approach rather than a purely policy driven focus.
- Refer to the local authority children's social care supporting staff who make referrals to local authority children's social care.
- Any other reasonable demand as is necessary for the effective delivery of student & family services.
- Ensure that the safeguarding policies and related policies and procedures are followed. Keep up to date with legislative, policy and guidance developments in safeguarding.
- Contribute to the analysis of safeguarding & attendance data and produce reports, and make recommendations to inform practice, processes and systems.

- Develop and maintain excellent working relationships across the school, providing expert input and guidance to influence the development of Safeguarding practice.
- Act as a champion of the safeguarding policy and procedures by ensuring all staff/volunteers have access to and are aware of their responsibility as well as how to implement the policy and procedures.
- Meet regularly with the Safeguarding Leads and SLT to share key information on casework and on the Academy's approaches to safeguarding and child protection in general.
- Work with the attendance, inclusion and student wellbeing teams to support the safeguarding and wellbeing of students.
- Attend multi-agency meetings.
- Ensure that accurate and secure records are maintained using CPOMS.
- Ensure the Headteacher, Deputy Headteacher and Safeguarding Lead are informed of all serious safeguarding issues on the day they arise.
- Take part in strategy discussions, inter-agency meetings, and contribute to the assessment of children.
- Liaise with relevant agencies such as the Local Authority Designated Officer and police.
- Deliver and attend relevant training/refresher courses and forums to reinforce and enhance safeguarding knowledge and practice and disseminate to colleagues.
- Participate in safeguarding investigations, working with relevant agencies and report to appropriate authorities.
- Champion and mentor our Young Carer students for mentoring (training will be provided).
- Support families at key transitional phases and ensure information is shared and disseminated, that all safeguarding and child protection files are received / transferred in a timely manner.
- Ensure students are referred and participate in appropriate support within and beyond the school.
- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested.
- To complete duties such as lunch or break supervision, before or after school duties as directed by the rotas.
- To undertake CPD that is relevant to role and working with students and families.
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the school.
- To undertake reasonable requests from the school Headteacher.

---

**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

## Person Specification

### Family Liaison Officer

---

#### For this job we are looking for:

Knowledge and understanding of attendance, pupil exclusion and safeguarding & child protection policies and procedures.

Knowledge and understanding of statutory action and CME procedures.

Knowledge and understanding of electronic and manual filing systems.

Ability to use Information Management Systems and Safeguarding and Attendance Recording Systems.

Experience of working in a team.

Ability to keep accurate records.

Ability to work without supervision and prioritise own workload.

Effective and persuasive communicator both verbally and in writing, with the ability to draft letters and memos.

Willingness to abide by the Trust's various policies.

Must have a current valid full driving licence, business insurance and access to vehicle.

#### Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times.

***This post is subject to the applicant having successfully completed an enhanced disclosure to a DBS (Disclosure and Barring Service) check.***