

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title: Family Support Liaison**  
**Accountable to: Early Years Lead**  
**Grade: Scale 5, points 12 - 15**

### CONTEXT

To support Service colleagues in the development and delivery of programmes for children with a sensory loss and their families within the sensory service and the Isobel family Centre. This role requires knowledge and experience working with children and families with a sensory loss to promote the development of an environment and activities which promote health, well-being and learning for children and family members.

### Support for children with a sensory loss and their families

- Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.
- Support children with special needs
  - Sensory and/or physical impairment.
  - Cognition or learning difficulties.
  - Behavioural, emotional and social development needs.
  - Communication and interaction difficulties.
- Dealing with the personal care needs of children where appropriate in line with the guidance of the service and the local authority.
- Contribute to the collection of observations and information pertinent to their overall development to be shared with the educational team as appropriate.
- Promote children's social and emotional development.
- Establish and maintain relationships with individual children and groups.
- Provide childcare, as needed, during parent education/training sessions.
- Liaise with family members as part of the activities within the service to improve access and communication

## **Support for the teacher/Programme**

- Provide support for learning activities by:
  - Supporting the team in the planning and evaluation of learning activities.
  - Supporting the delivery of learning activities
- Support in organising effective learning environments. Preparing, setting up and clearing up of activities.
- Implementing portions of the program as directed by group lead.
- Assist in collection, maintenance and inventory of toys and equipment used throughout the various activities.
- Assist in preparing and maintaining the learning environment in the Isobel Family Centre.
- Create resources and materials under the direction of the educational team.
- Manage access to rooms and resources in the family centre under direction from Centre Lead

## **Support for the service.**

- Support the development and effectiveness of team work.
- Develop and maintain working relationships with other professionals.
- Support the use of information and communication technology in the centre, where appropriate. Assist in the management of the annual calendar or activities and daily activities.
- To review and develop own professional practice and participate in appropriate professional development including adhering to the principles of performance management.
- To adhere to the ethos of the service.
- To promote the agreed vision and aims of the service.
- To set an example of personal integrity and professionalism.

<ul style="list-style-type: none"> <li>• Attendance at appropriate staff meetings and parents evenings. (Some attendance out of hours may be required).</li> <li>• Able to work flexibly to provide best support to programmes.</li> </ul>	
<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher/Head of Wandsworth Sensory Support Service
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
<p><b>GENERAL DETAILS</b> Able to work their hours with some flexibility which may include some evening/weekend/holiday times. This would be discussed and agreed prior to the event/activity (TOIL)</p>	
<p><b>REVIEW</b> This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	