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| C:\Users\sroy\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Heathmere_Logo_RGB.jpg | Heathmere Primary School  Alton Road  London SW15 4LJ  Tel: (020) 8788 9057  Email: [sbm@heathmere.wandsworth.sch.uk](mailto:sbm@heathmere.wandsworth.sch.uk)  Follow us on Twitter: @heathmereschool  **Head Teacher:** Emma Lewis |

9th November 2023

Dear Applicant,

Thank you for your interest in the role of Family Liaison Officer at Heathmere Primary School.

We are a school of our community, with a strong culture of diversity, located in the heart of the Alton Estate. We are a highly inclusive school; children in receipt of pupil premium funding is over 50% in every year group and we have a high number of children with SEND. The successful candidate will need to be fully committed to Heathmere’s inclusive approach. Our children are keen to learn and work hard to uphold the values of Respect, Resilience and High Expectations.

As a school, we are always looking to improve and try to be forward-thinking and at the centre of curriculum developments. Our current School Improvement targets are:

* Improve retention of mathematical skills and knowledge for all children
* Improve fluency in reading
* Understanding pupil absence

This is a really exciting opportunity for the right candidate. We have a stable staff team at Heathmere who you will be able to work alongside and we have good relationships with a range of outside agencies. Please do contact me about the role and arrange to visit the school if you are interested in applying.

Kind regards,

Emma Lewis

Headteacher



**The Heathmere Vision**

Our vision is a school where all members of the school community work together so that children learn and achieve their full potential in a calm, safe and caring environment.

**The Heathmere Mission Statement**

Always looking forward, Heathmere is an ambitious school that provides for our local community. We really know our pupils and have their interests, potential and emotional well-being at the heart of what we do.  As a result, Heathmere pupils are confident, achieve their best, know how to improve and have a real appreciation of learning. This is rooted in love of reading. Our pupils are ambassadors for Roehampton their parents feel we get the best out of them.

Staff feel supported and valued, and we make it a priority to help them develop giving them a reason to stay at Heathmere. They learn from each other and through other opportunities and have a collective sense of care and ambition for the children who are always put first.

Our governors are a key part of the leadership of the school working collaboratively with the Senior Leadership Team. They ensure the school is the best it can be, that it has a sustainable and consistent approach to everything it does and they bring relevant skills to do this.

**The long range strategic objectives for Heathmere 2023 – 2226 are:**

**Quality of Education:** To embed a purposeful and relevant curriculum that delivers the highest possible educational outcomes for all children.

**Behaviour and Attitudes:** To strengthen the culture of ambition.

**Personal Development:** To enable children to be active citizens by building children’s character, confidence and resilience.

**Leadership and Management:** Ambitious and sustainable leadership underpinned by depth in pedagogical expertise.

**Respect Resilience High Expectations**



**Family Liaison Officer – Job Description**

**Main Purpose of Job**

* Act as a named Deputy Designated Safeguarding Lead
* Provide support for vulnerable students and families within the school
* Attend meetings and liaise with external agencies and school-based staff, including following up referrals, to support the safeguarding of students and smooth running of the school
* Be responsible for maintaining Child Protection files
* To be responsible for improving attendance across the school
* Support with early intervention for those children where family and/or environmental issues are impacting on the child
* To oversee the implementation of the medical policy and liaise accordingly with parents and medical professionals

**Key Accountabilities**

1. **Safeguarding:**

* Have a knowledge of, and adhere to, the school’s safeguarding policies and procedures
* Ensure a safe and supportive culture
* Ensure the welfare of children is safeguarded and promoted in line with current best practice and relevant legislation
* Follow and understand the duties and responsibilities from the Children’s Act 2004 and the latest version of Keeping Children Safe in Education
* Maintain the caseload of children who are known to social care, including making referrals, writing reports, attending meetings and following up concerns
* To maintain high levels of confidentiality and keep the manager informed, particularly about information which may suggest a child is at risk, in accordance with Child Protection policies
* To maintain and update records, to have high standards in record keeping and to follow effective safeguarding principles when record keeping

1. **Attendance**

* Ensure effective implementation of the school’s attendance policy
* To liaise with the Headteacher, Assistant Headteacher for Inclusion and Admin Assistant to provide support to identify families where there are attendance concerns including home visits where required
* Track attendance, identify barriers to attendance, identify vulnerable groups of pupils and follow school procedures to reduce absence

1. **Medical**

* Be responsible for the implementation of the medical policy
* Ensure medicines are stored and administered correctly
* Maintain medical records
* Liaise with parents and outside agencies about children’s medical needs and oversee the implementation of health care plans

1. **Family Support:**

* To identify the needs of families and children, and address their needs through signposting or individual work
* To provide positive experiences for children which enable them to achieve appropriate development, and ensure that the needs of each individual child are catered for
* To liaise and network with other providers in order to be able to signpost children, young people and families to appropriate services
* To maintain a caseload, undertake assessment records and measure family/child progress
* To support parents to access education, training and employment
* To monitor and review the work done with families within the school

1. **General:**

* To undertake duties in a way that secures positive action in respect of both equal opportunities and ensuring the provision of an inclusive school
* To work flexibly to meet the needs of the school.
* To carry out other duties and responsibilities commensurate to the grade and post, as agreed with the line manager.
* To work as part of the Inclusion team ensuring clear communication systems are adhered to
* To promote and publicise the work of the Inclusion team
* To form good working relationships within the setting
* To work as part of a team in making and maintaining links with other service providers
* To attend relevant meetings as agreed with the line manager
* To work with other professionals to identify the needs of families and support the work that they implement to the school
* The post holder is accountable to the Headteacher and the Assistant Headteacher for Inclusion

**English Duty:**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent English is an essential requirement for this role



**Family Liaison Officer – Person Specification**

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|  | Application form | Interview or Reference | Tasks |
| **Qualifications** | | | |
| NVQ3/Equivalent | \* |  |  |
| Relevant safeguarding training | \* |  |  |
| Evidence of continuing professional development | \* |  |  |
| **Professional Knowledge** | | | |
| 1. Knowledge of child development | \* | \* |  |
| 1. Experience of working with parents | \* | \* |  |
| 1. Experience of safeguarding and multi-agency working | \* | \* |  |
| **Professional Skills**  **The successful candidate must show evidence of the ability to:** | | | |
| 1. Communicate effectively through listening, speaking and writing, to a range of audiences | \* | \* | \* |
| 1. Organise meetings, write agendas, keep accurate and concise minutes and ensure actions are understood | \* | \* | \* |
| 1. Demonstrate high levels of computer literacy | \* |  | \* |
| 1. Prioritise, work under pressure, manage deadlines and respond effectively to changing demands and circumstances | \* | \* | \* |
| 1. Record-keep, retrieve information retrieval and disseminate data and other documentation | \* | \* | \* |
| 1. Work as a team and alongside a range of other professionals | \* | \* |  |
| **The successful candidate must demonstrate a commitment to:** | | | |
| Equalities, safeguarding, child protection and good attendance | \* | \* | \* |
| Promoting the school’s vision and ethos | \* | \* | \* |
| Developing positive relationships and showing respect for all children and members of the school and wider community | \* | \* |  |
| Investing in professional and personal development | \* | \* | \* |