

## East Durham College



### Job Description

<b>Post Title:</b>	<b>Alternative Education Family Liaison Officer</b>
<b>Location:</b>	Peterlee/Houghall sites
<b>Responsible to:</b>	Curriculum Director of Alternative Education
<b>Attendance Requirements:</b>	37 hours per week (fixed term until August 2024 with the view to make permanent)
<b>Salary:</b>	<b>£22,386</b>

### *Main purpose of the post:*

The Family Liaison officer will work alongside all staff to provide an extra layer of support for wellbeing and attendance across the department. The position requires substantial experience of multi-agency working with children, young people, families and other professionals. It also requires an in-depth knowledge of the early help and safeguarding referral process and how child protection policies / procedures are followed.

### **Main duties:**

1. To develop home links, which encourage good communication between the department and families.
2. To promote and facilitate parental understanding of a student's needs, supporting and advising parents sensitively to help them improve their parenting skills by providing practical support both in a home and college setting which ensures barriers to progression are addressed.
3. Developing 1:1 or small group mentoring arrangements offering family learning activities and interventions with students / parents and evaluate outcomes with interventions taking place in a home or college setting.
4. To actively promote the development of a positive, safe and nurturing environment where students feel safe, valued and able to learn and develop their self-esteem and resilience and report on the impact of welfare and development.
5. To signpost and, where appropriate, refer parents to services delivered by other agencies to assist with parenting interventions.
6. Work with outside agencies such as referring school and post 16 providers to support effective transition for vulnerable children and families and avoiding potential disengagement / NEET.
7. Maintain accurate records using databases such as Pro Monitor and My Concern recording all interventions and actions.
8. Contribute to the core group, child protection / child in need plans, Early Help assessments, Positive Handling Plans, Looked After Children PEPs and parenting assessments.

9. Comply with child protection, health, safety and security, confidentiality and data protection policies
10. Attend, contribute and represent the college at appropriate meetings with family members and professionals working collaboratively to secure positive outcomes, ensuring progression in learning and removing barriers to participation.
11. Work with colleagues across the department to remain up to date regarding concerns impacting on classroom engagement and support with strategies to improve.
12. Complete Parenting Contracts where appropriate, liaising with the relevant agencies.
13. Establish reasons for non-attendance / lack of punctuality, making assessments and support with appropriate strategies and agree a plan for returning to school within specified timescales. Ensure parents / carers are clear about their responsibilities regarding attendance.
14. Ensure agencies involved are responding swiftly with effective actions that support young people to remain in education.
15. Take a pro-active approach to early intervention and prevention in meeting the needs of children and young people.
16. Support a seamless transition between services in the delivery of effective safeguarding.
17. Share information appropriately to support early intervention and prevention and ensure seamless service delivery where needs escalate requiring a more specialist response.
18. Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.
19. Work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.
20. Adhere to staff behaviour and codes of conduct policies.
21. Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do and use work items provided correctly and in accordance with training and instructions.

### **General and College Responsibilities**

1. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

2. Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
3. Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
4. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
5. To proactively embrace the College values in the daily activities of the role; Thereby contributing to the College's delivery of Creating Outstanding Futures
6. Promote equality and diversity in the workplace.
7. Be familiar with Child Protection requirements as outlined in the Safeguarding of Children and Vulnerable Adults Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults.
8. Participate in the College Performance Development programme, agree and action plan and undertake the required training in order to update skills and meet requirements of the College Strategic Plan.

## East Durham College

### Person Specification

**Post Title:** Alternative Education Family Liaison Officer

**Location:** As per contract of employment

	Essential Criteria	Desirable Criteria	Assessed
<b><i>Qualification(s)</i></b>	<ul style="list-style-type: none"><li>• Level 2 in English and Maths.</li><li>• Learning Support Assistant Qualification or equivalent support qual at Level 2 or above</li><li>• Level 3 IAG qualification or willingness to work towards in 12 months</li><li>• Evidence of commitment to personal development</li></ul>	<ul style="list-style-type: none"><li>• Level 2 ICT</li><li>• Level 3 vocational qualification</li><li>• Certificated additional qualifications</li><li>• NVQ Level 3 Admin or similar</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Certificates</li><li>• Interview</li></ul>
<b><i>Previous Experience</i></b>	<ul style="list-style-type: none"><li>• Experience of working within an educational environment</li><li>• Extensive experience of working with young people (14-16) who present challenging behaviour or have learning difficulties</li><li>• Experience of delivering formal learning</li><li>• Experience of providing differentiated learning support</li></ul>	<ul style="list-style-type: none"><li>• Work experience in a coordination role.</li><li>• Experience of working with specific learning difficulties such as ASD, SEBD or ADHD</li><li>• Experience in administration of medicines</li><li>• </li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li></ul>
<b><i>Knowledge</i></b>	<ul style="list-style-type: none"><li>• Knowledge of EHC plans and review process.</li><li>• Knowledge of what constitutes effective support and learning</li><li>• Knowledge of current curriculum for 14-16 year olds and assessment knowledge</li><li>• Knowledge of what constitutes effective</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li></ul>

	Essential Criteria	Desirable Criteria	Assessed
	monitoring of student progress		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to foster excellent relationships with staff, parents, students and outside agencies</li> <li>• Excellent communication and organisational skills.</li> <li>• Excellent IT skills</li> <li>• Ability to deal with students with behavioural problems and take control of situations to reduce escalation</li> <li>• Able to interact with and motivate students</li> <li>• Good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Some evidence of previous training particularly around oppositional behaviour disorders</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Other relevant attributes</b>	<ul style="list-style-type: none"> <li>• Organise and prioritise workload and meet predetermined deadlines</li> <li>• Communicate effectively orally and in writing to a range of audiences</li> <li>• Ability to work effectively within a team</li> <li>• Able to work under pressure</li> <li>• Willingness to undertake additional qualifications</li> <li>• Willingness to undertake specific training including annual updating of MAPA</li> <li>• Have high standards of punctuality, attendance and personal presentation</li> <li>• Independently mobile with access to transport</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application</li> </ul>