

School Parent Liaison Co-ordinator

Required for September 2021

Salary NJC G8 £20,493 (FTE)

Inspiring Futures through Learning (IFtL) is a family of schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do. Exeter - A Learning Community prides itself on being the beating heart of the Exeter community. Since joining Inspiring Futures through Learning Multi Academy Trust in January 2019, the school now has a clear mission to provide children with the very best learning opportunities and opportunities to grow as confident and resilient individuals. We are fully inclusive and provide for children no matter their gender, race or background. We have created bespoke and vibrant learning environments and engage children in a rich, skill and knowledge based curriculum. We strongly believe in the value of learning at all ages and this is reflected in the way we journey together to achieve our goals. Together, we believe, we will achieve!

We are looking to recruit a School Parent Liaison Co-ordinator and the successful candidate will compliment the present school staff and work within the Safeguarding Team with a specific remit to liaise directly with families and individual children who require assistance in overcoming barriers to learning. In particular, they will lead on attendance issues in the school and they will work to support children and families who are experiencing multiple disadvantages. This will include managing and attending EHAs, and other multi-agency meetings, working within the Safeguarding Team as a Designated Safeguarding Lead (DSL) to manage safeguarding and child protection matters, offering family support and acknowledging the importance of the parents' role in supporting their child to achieve.

If you are skilled and experienced in engaging face-to-face with parents/carers, school staff and others to deliver this level of positive support, this post offers you a valuable opportunity to increase your existing skills and experience.

This post is for **30 hours a week** (*part time working considered for the right candidate*) **39 weeks a year**. This is term time plus staff training days. The post holder will be expected to attend meetings or make home visits in or outside of the normal school day so flexibility about the timing of working hours is an essential requirement of this role

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, enhanced Maternity/Paternity/Adoption Leave, Employee Assistance Programme, LGPS Pension with a minimum of 19% monthly contribution. In addition, access to an Employee Benefits Scheme including discount on gym memberships, cinema tickets, retail discounts, cycle to work scheme and much more.

Key dates: Closing date – 31/08/2021

Interview date – w/c 07/09/2021

**To make an appointment and/or to request an information pack, please contact:
Mrs Kim Burley – kimburley@exeteralc.com T: 01536 204765**

Inspiring Futures through Learning is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to



Exeter ALC

School Parent Liaison Co-ordinator Job Description

OVERALL RESPONSIBILITY

- To work within our Safeguarding Team to manage safeguarding and child protection across the school, taking part in strategy discussions and inter-agency meetings contributing to the assessment of children.
- To make a leading contribution to the school's monitoring, review and evaluation processes, including but not limited to; attendance and children's well-being.
- To work within the Safeguarding Team to overcome non-educational barriers with children and families to allow children to access education effectively.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the 'Keeping Children Safe in Education' document.

SECTION 1 - DUTIES

General

1. Support and uphold the school's ethos and culture through championing the vision and values, particularly with regard to children's well-being and emotional development.
2. Initiate, manage and evaluate change and improvement to develop the continued effectiveness of the Safeguarding Team.
3. To work with the team to plan and deliver effective support that is fit for purpose and highly effective.

Specific

1. Set a good example to pupils and staff in terms of personal presentation, attendance and punctuality.
2. Work as a Designated Safeguarding Lead (DSL) working within the Safeguarding Team to support safeguarding across the school.
3. Refer cases of suspected abuse to the Local Authority Multi Agency Safeguarding Hub.
4. Lead and/ or contribute to professional meetings such as but not limited to: Early Help, Child in Need and Child Protection.
5. Support staff in making referrals to other agencies.
6. Lead on attendance, identifying any patterns or trends or any issues of concern, ensuring a swift and appropriate response e.g. a parent contract, a referral to EIPT etc.

7. Analyse attendance data and make links with other areas of concern such as, but not limited to, safeguarding.
8. Use the safeguarding information to work with families and improve the attendance of children.
9. Use attendance data to inform actions for groups and individual children to remove any barriers to attendance.
10. Liaise with other professionals to ensure strong information sharing is maintained.
11. Keep accurate and robust up to date records in line with school procedures and follow procedures for sharing information with other professionals.
12. Build strong and effective working relationship with children, families and staff.
13. Work with families to remove barriers to learning, providing family support as required.
14. Input into the writing of all policies that are relevant to safeguarding and maintain a sound understanding of all policy.
15. Support the Safeguarding Team in keeping staff up to date on any policy changes.
16. Maintain a good understanding of the needs of the children in the school including the breadth of their needs beyond safeguarding, including but not limited to; SEND and EAL.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Continuing Professional Development – Personal

1. Undergo training and keep abreast of developments within safeguarding and attendance to+ maintain the knowledge and skills required to carry out the role.
2. Undergo all relevant safeguarding training and support the school in meeting its statutory requirements to train staff and protect children.
3. Refresh knowledge and skills at least annually to remain up to date with developments relevant to the role.

The above responsibilities will be reviewed annually and may be altered to meet the current needs of the school.