

# **Gurnard Primary School**

## **Family Liaison Officer - Job Description**

(based on Isle of Wight Council CAF Co-ordinator Job Description)

**Responsible to:** SENCO

### **Job Purpose**

To work in partnership with the school SENCO/child protection lead officers regarding safeguarding or child protection issues within the school and deal with the completion of CAF forms and templates and identification and cascading of relevant actions.

In line with the aims, targets, policies and ethos of the school, the Family Liaison Officer will:

- Complete the CAF form with parent(s) and co-ordinate the delivery of the CAF, in keeping with best practice and process guidelines as outlined within the CAF toolkit.
- Support the lead professional in working to deliver the CAF actions and objectives.
- Identify attendees and co-ordinate Team Around the Family Meetings in school that will appropriately support the actions and objectives identified within the CAF.
- Communicate the CAF and TAF process within the school community.
- Support in the effective delivery against those actions identified within the CAF and / or TAF forums.

### **Major Tasks:**

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

### **Safeguarding:**

3. Work in partnership with the school SENCO/Child Protection Lead Officers regarding any safeguarding, child protection or cause for concern raised with the CAF, TAF forums or as a result of communication with professionals, families or pupils as a result of the CAF / TAF process.
4. Undertake and regularly update level 3 safeguarding training.
5. Treat information with discretion and strict confidentiality at all times.

### **Key Tasks and Main Duties:**

6. Completion of CAF forms and templates – in keeping with the CAF toolkit.
7. Diary management and co-ordination of TAF meetings.
8. Co-ordination of professional input and meeting attendance in response to the needs identified within the CAF.
9. Minutes – recording and distribution of TAF minutes and related correspondence.
10. Maintaining hard and electronic copies of CAF and TAF files as appropriate.
11. Completion of role related actions as appropriate within the TAF minutes – to be agreed in discussion with the SENCO / Headteacher.
12. Identification of and cascading of actions within the TAF meetings – sharing information with appropriate internal and external professionals, seeking response / progress / closure to actions.

### **Typing and Word Processing:**

13. Use of word processing.
14. Data recording – SIMS and Excel.
15. Use of email.

**Filing and Office Management:**

16. Create and maintain filing system for all CAFs and TAFs.
17. Confidential recording and sharing of information – in keeping with Child Protection, Safeguarding and school policy thresholds.
18. Shredding / safe disposal of confidential papers.

**General:**

19. Greeting visitors and maintaining the visitors log book as attendees arrive / depart for and from CAF / TAF meetings.
20. Telephone calls and correspondence in relation to setting up meetings / following up actions.
21. Receiving and dispatching CAF / TAF related correspondence.
22. To attend training as required – to undertake safeguarding and CAF training as a priority and keep this training up-to-date.

**Contacts:**

23. External professionals; Pupils; Parents and carers; All members of the school team; Governors; Members of the public; and Volunteers in school

**Supervision:**

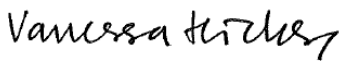
24. Immediate supervision regarding mentoring, caseload, planning and actions arising will be provided by the SENCO.
25. The nature of the Family Liaison Officer role will require the effective delivery of input, support and two-way communication between the postholder, school SENCO and Headteacher.

**Training:**

26. To undertake and update as required – CAF training.
27. To undertake and update as required – safeguarding training.
28. To undertake training in keeping with school and role requirements.

- **Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.
- **Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.
- **Diversity and Equality** - All employees are expected to treat others with dignity and respect.
- **Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.
- **Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*

Signed  (Headteacher) Date 1<sup>st</sup> September 2016

I acknowledge that I have seen and received a copy of the above job description

Signed ..... (Member of staff) Date .....

**Please return one signed copy to the school office.**