



Alsager School

An Achieving School - A Caring Community

FAMILY LIAISON OFFICER

Required as soon as possible

Part Time 25 Hours

Temporary, till 18th July 2021

Grade 6; scp 11-17 £21,748 - £24,491 [FTE]

39 weeks (Term-time

+ 5days)

(working Monday – Friday, hours to be arranged)

Line Manager: SLT Pastoral Link

Thank you for your enquiry about the above new post, working during the term-time and for up to 5 days/evenings, for staff training.

The vacancy has arisen due to pupil need and we are looking to appoint an additional member of the pastoral team who has a genuine interest in helping pupils to overcome any barriers that may be in place to stop them from learning. Formal qualifications are preferred but not essential, however good literacy and numeracy skills and experience in supporting SEN would be an advantage. A sense of humor is a definite prerequisite!

Our Family Liaison Officer will work collaboratively with our pastoral team, attendance team, SENDCO, teachers, teaching assistants and other support staff, within a framework prescribed by the school and in accordance with our policies, to enhance the wellbeing, development and education of the children. The post is based primarily at Alsager school but there may be a requirement to work across the MAT with Alsager Highfields Community Primary School and Weston Village Primary.

Appropriate induction and in-service training will be provided.

About the School:

Alsager School is a large 11-18 mixed Multi Academy Trust with 1549 pupils on roll, including approximately 306 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff. The MAT has recently expanded when Weston Village Primary School, located near to Crewe, joined in April 2018, and Alsager Highfields Community Primary School joined in September 2020.

Alsager School is a fantastic place to work with motivated and well behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in February 2016 graded the school as Outstanding in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

Principal Responsibilities:

To work collaboratively with teaching staff and work with other support staff to enhance the development and education of children in accordance with the aims and policies of the school.

The following duties and responsibilities will be carried out after consultation with the SLT link.

- 1 To act as a point of contact in school for families in need of support.
- 2 Manage, implement and review any support strategies in place for families within school.
- 3 To help identify, and address the needs of children and families who need help to overcome barriers to learning.
- 4 To help families in the support of their child's learning and well-being.
- 5 To support parents in developing resilience and independence in accessing support and participating in school and community life (building social capital).
- 6 To reduce school absence levels for key vulnerable pupils.
- 7 To liaise with the SLT/SENDCO in order to identify those children who would benefit most from family support work & create an appropriate action plan.
- 8 To instigate and maintain positive relationships with families.
- 9 To sign post families and refer to single agency support if needed.
- 10 To work with the school attendance team to identify and support families where school absence levels are a concern.
- 11 To ensure records and files are kept up to date.
- 12 To ensure all records, files and minutes are kept confidential.
- 13 To link with members of the leadership team to ensure actions from CiN meetings and CP meetings are in place.
- 14 To promote open door policy for families, including meeting children and families for adhoc or short term interventions.
- 15 To meet and maintain contact with the families of the vulnerable pupils who have been identified for support, to gain insight into the family and provide parenting strategies when required.
- 16 Under the direction of the Headteacher, annually review the impact of the FLO role on support and outcomes for our families and set targets for development.
- 17 Liaise with appropriate outside agencies to support the identified children and families, following advice given.
- 18 Carry out home visits when appropriate in line with the school Lone Working Policy.
- 19 Attend relevant training linked to the FLO role as agreed with line manager.
- 20 Support children within the classroom environment when appropriate.
- 21 Implement interventions along with outside agencies, to plan and evaluate these.
- 22 Be motivated and work professionally within the pastoral support team.
- 23 Carry out other duties as outlined by the Headteacher pertinent to the post and needs of the school.

PROFESSIONAL CHARACTERISTICS

- Demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:
 - Inspiring trust and confidence
 - Being respectful and professional

- Engaging and motivating families
- Analytical thinking
- Using initiative and creativity
- Able to work as part of a team
- Excellent communication skills
- Awareness of emotional need linked to pupil behaviour and safeguarding

Notwithstanding the detail in this job description, in accordance with AMAT's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **Monday, 16th November 2020**. Interviews are likely to be held the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to:



Mrs Ashley Owen
H.R. Manager
Alsager School
Alsager ST7 2HR

If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@alsagerschool.org *NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

AOw/Family Liaison Officer/Nov 2020

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION

Job Title: Family Liaison Officer

Grade: Grade 6; scp 11-17



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CRITERIA	ESSENTIAL	DESIRABLE
Experience	Enjoy working with and have an understanding of how children learn. Experience of children with various needs. Experience of working with secondary aged pupils across Key Stage Three (KS3) and Key Stage 4 (KS4).	Previous experience in the education field. Confidence in supporting children with various needs, such as ACS, Autistic Spectrum conditions, ADHD, ASD.
Qualifications/ Knowledge	Level 3 or equivalent. Good standard of written and verbal English. Excellent ICT skills, Experience of implementing agreed programmes with individuals / groups in or out of the classroom.	
Personal attributes/Skills	Evident personal authority – ability to command respect from students. A positive outlook. Energetic and adaptable. Reliable. Enjoy a challenge. A resilience to absorb and cope with pressure. Able to show and use discretion.	Self-confident.
Special Aptitudes	The post requires that the individual has specific knowledge relating to the SEMH provision in schools. Excellent interpersonal skills. Self-motivated with an ability to use own initiative. Excellent communication skills and previous experience of working with families, carers and external agencies. Excellent organisational and time management skills, Willingness to work hours flexibly. Ability to work as an effective team member. Commitment to safeguard and promote the welfare of children.	Have high expectations of themselves. Desire to be involved in further training. Committed and enthusiastic.
Physical attributes	Good Health record. Good attendance record. Pleasant manner.	

APPOINTMENT OF: Family Liaison Officer



TERMS & CONDITIONS OF SERVICE (NJC)

Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

No Smoking

Governors have approved a "No Smoking" policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

Standards of Conduct

The School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

Safeguarding Children

Alsager School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employing people with a criminal record

The School aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

AOw/Family Support Worker/Nov 2020