INSPIRES MAT

Witham Oaks Academy – Family Liaison Officer – 37 hours per week – term time plus non-pupil days

Required ASAP

Scale 7 point 19-24, starting salary £28,393 per annum, working pattern Monday – Thursday 8.00am – 4.00pm, Friday 8.30am-3.30pm, (1/2-hour lunch break).

We are looking to appoint an enthusiastic, motivated, outstanding Family Liaison Officer to join our wonderful team to be based at Witham Oaks Academy. We firmly believe in supporting every staff member in their well-being and career development - ensuring we provide the best provision for all our team.

We have established very positive partnership working between parents and school, we would like someone to further develop these partnerships for children and parents who are vulnerable.

Part of this role includes being the **Designated Safeguarding Lead** for Witham Oaks Academy, along with being part of the Senior Leadership Team. Please see Job Description for full details.

The successful candidate will be required to have:

- An ability to listen and negotiate effectively with adults and children and to exercise influence.
- A highly creative approach to supporting children and an ability to resolve problems independently.
- Ability to work with and have experience of working with outside agencies.
- Liaison work with Primary School Children
- **GCSE English grade A-C or equivalent**
- **GCSE Maths grade A-C or equivalent**
- Be prepared to undertake Level 3 safeguarding training and attend meetings on behalf of the school. (Required to be the Designated Safeguarding Lead)
- Keep efficient and effective paperwork.
- Have a strong understanding of safeguarding practices in line with Keeping Children Safe in Education Document (KCSIE).
- Attend meetings with professionals.
- Flexibility to work across different networks of schools linked to the Academy.

We can offer:

- Wonderful children and families
- A very supportive staff team
- Personalised CPD via Performance Management

As a community, we are incredibly proud of our unique children, supportive parents, and inspirational staff where we all work together to make Witham Oaks Academy a safe, happy and fun place to learn.

Our dedicated team are fun, friendly and motivated who seek to provide the highest standard of education for all pupils in our care. We challenge and develop our children to become confident, successful learners with a natural curiosity for learning by setting high aspirations and an inspirational curriculum where everybody is valued.

Our philosophy of learning, delivered through our broad and rich curriculum, creatively embraces the essence of our vision to empower our children to develop their self-esteem and own character enabling them to unlock their potential, find their voice and be the best they can be. Our curriculum gives children the opportunity to develop a rich and deep subject knowledge and learn new skills and values through a variety of interesting contexts so they can become confident, reflective and resilient life-long learners.

A particularly pleasing statement in our latest Ofsted report is 'Pupils feel safe. They know they can pass concerns on to adults in the school, either directly, or through a 'worry box'. They know adults take bullying seriously, and pupils do not consider bullying to be a concern at this school.'

We truly value the fantastic partnership of our families, children and staff and strongly believe that by working together we can ensure our children get the very best care, attention and support.

Visits to Witham Oaks Academy are warmly encouraged. Please contact the school office on 01376 513322 to arrange an appointment.

Inspires MAT are committed to:

- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Appointment will be subject to satisfactory references, medical clearance and an enhanced DBS check.

Closing Date 18th November 2026

Inspires MAT

JOB DESCRIPTION

Job Title	**FAMILY LIAISON OFFICER/Designated Safeguard Lead**
Grade	Scale 7
Reports to	Headteacher/Head of School/CEO/Executive Safeguarding Lead
Responsible for	N/A
Liaison with	Parents, Professionals from Health, Social Care, Family Solutions, EWO, Education + Voluntary Agencies involved with child and family, Staff in school. Headteacher/Head of School/CEO and other Trust Staff.
Job Purpose	• To provide direct support for parents/carers of pupils with emotional and/or behavioural difficulties (triggered by issues beyond school) in order to support the work undertaken in school. • To help establish and maintain positive relationships between school staff and parents/carers and encourage the consistent use of behaviour improvement techniques at home. • Where appropriate to provide a range of practical workshops for parents/carers designed to promote and develop positive parenting skills and social interaction at home. • To establish and co-ordinate links with a variety of agencies working with pupils who have emotional and/or behavioural difficulties including Educational Psychologists.
Duties	• To encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting by demonstrating the use of positive behaviour management techniques designed to develop the pupil's ability to behave properly. • To make a practical contribution to the implementation of agreed 'Partnership Plans' or other relevant plans e.g. Health Care, Child Protection, Attendance, designed to support a pupil's Individual Education Plan and/or the development of positive behaviour improvement system, parenting and social skills in the home setting designed to support any school-based initiatives that are designed to promote and reinforce appropriate behaviour at home. • To plan and deliver a range of practical school-based workshops for parents/carers. • To provide assistance and support for parents on family issues/circumstances.

	• To discuss with parents/carers, within the home context, support strategies designed to encourage and develop appropriate behaviour in a variety of settings beyond the school. • To model alongside parents/carers activities designed to develop pupil's problem-solving, listening and social skills. • To produce a variety of resources for the pupil/parent/school designed to support an individual's behaviour plan and/or support home/school positive behaviour systems. • To assist/signpost the parents/guardians to relevant agencies and/or recommend programmes of work. • To implement programmes of work and recommend strategies to support families. • To support pupil's wellbeing and pastoral needs and provide guidance, and produce programmes of work. • To maintain appropriate written records of the individual targets and the progress of the child towards those targets, and communicate these to Head of School/Deputy Head of School and to members of the Inclusion Team. • To work alongside other professionals supporting the child and family so that their recommendations can be incorporated into the child's programme, as appropriate. • To attend where required parents' meetings • To assist the child's transition from the Infant school to Junior where relevant. • To assist the child's transition into secondary school setting, where appropriate. • To support school with guidance on relevant child protection issues and procedures and implement them. • To be a named and level 3 trained designated person for child protection. • To be aware of and working within the service policies in relation to Inclusion, Child Protection, the school's behaviour policy, anti-bullying policy and any other relevant policies and physical contact with pupils. • Developing a solution-based focus and positive outcomes for pupils beyond school.
General	• Assist with pupils personal intimate care needs where required. • To participate in the performance and development review process, taking personal responsibility for

	identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To abide by the Inspires MAT Staff Dress Code at all times. • As part of the Inspires MAT you may be required to work/attend at any of the other schools in the trust. • Inspires MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher/Head of School/CEO to carry out appropriate duties within the context of the job, skills and grade.

BEHAVIOUR SUPPORT: FAMILY LIAISON WORKER

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of working with complex families Must undertake Designated Person Training Experience of working with Social Care and other key agencies.
	Knowledge of relevant policies and procedures	Being aware of and working with the service policies in relation to Inclusion, Child Protection and physical contact with pupils, appropriate regulations and guidance. Ability to prioritise caseload.
	Literacy	NVQ level 3 or equivalent in English, GCSE Grade A-C English
	Numeracy	NVQ level 3 or equivalent in Maths, GCSE Grade A-C in Maths
	Technology	Good working knowledge of ICT to support learning and performance of own role
Communication	Written	Ability to write reports, complete returns and write complex letters.
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively

		Ability to communicate effectively with all stakeholders.
	Languages	Specialist language/communication skills, if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Improvement	Ability to demonstrate effective implementation of the school's Behaviour Improvement policy
	SEN/Disadvantaged pupils	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties
	Curriculum	Good understanding of the school curriculum Good working knowledge of specialist curriculum area(s), if appropriate
	Child Development	Good understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to support teacher/practitioner to set up a positive learning environment for the children yo have worked with Ability to make a proactive contribution to the work of the team supporting children, their families and carers

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults Influences the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action.
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills.
	Line Management	Ability to manage and support the work of others, as required and appropriate
	Time Management	Manages time and prioritises work in an effective and productive manner. Ability to manage own stress and meet deadlines.
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality.
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality

	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

Inspires MAT

JOB DESCRIPTION

DESIGNATED SAFEGUARDING LEAD

Designated Safeguarding Lead Responsibilities:

- To take lead responsibility for safeguarding and child protection (including online safety) within the school
- Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Raise awareness of the school's child protection policies ensuring they are understood and used appropriately
- Ensure the school's Child Protection Policy is reviewed (at least annually) and known, understood and used appropriately.
- Refer cases (or support staff making referrals)
    - of suspected abuse to the local authority children's social care
    - where there is a radicalisation concern to the Channel programme.
- Refer cases to Disclosure and Barring Service or Police as required
- Liaise with the Headteacher/Head of School/CEO, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Understand the unique risks associated with online safety and recognise the additional risks that children with SEN and disabilities face online
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians and SENCOs on matters of safety and safeguarding including online and digital safety,
- Ensure child protection files are transferred as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements.
- In conjunction with the Head of School, make adequate and appropriate cover arrangements for safeguarding where concerns/issues occur out of hours/out of term
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping
- Children safe in Education (Annex B) as amended from time to time.