

**JOB DESCRIPTION FOR POST OF:-
New Arrivals Family Liaison Officer**

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her responsibilities within the spirit of the City Council's Policies and Procedures, in particular the Council Policies on Equal Opportunities and Health and Safety and also, within the framework of the Children Act 2004 the Education Act 1996 and the Education and Inspections Act 2006.

Leadership and Management

1. Utilise data and research reports to inform own practice, and that of others.
2. Prepare written and verbal reports.
3. Provide advice and support within and across the Family of Schools
4. Plan and deliver professional development and support within schools

Specific duties and responsibilities

1. Liaise with schools, parents and other agencies to facilitate access to mainstream education for Travellers and new Arrivals
2. Develop positive relationships with specific ethnic minority families and other agencies
3. Be responsible for support of ethnic minority children's pastoral and social needs
4. Assess children to identify special needs and to monitor progress
5. Take responsibility for the resolution of urgent or difficult situations arising in the absence of other team members
6. Support and advise parents of ethnic minority children on matters relating to their children's education and social wellbeing
7. Initiate programmes to support parents in supporting their child's education e.g. language development, parenting skills, child development

8. Coordinate cross school events which involve EAL and New Arrival pupils
9. Promote an awareness of ethnic minority communities, culture and lifestyle where appropriate
10. Assist parents in admissions procedures to new schools
11. Continue to build up and extend their own professional expertise, especially in relation to supporting ethnic minority children and their families
12. Undertaking any other duties and responsibilities, which do not change the character and purpose of the post as may be determined after consultation between management, the post holder and appropriate trade unions.

CYPD Directorate Responsibilities

1. **Work to deliver and inform the directorate's Children and Young People's Plan as appropriate.**
2. **Support children, young people and their families, particularly those of ethnic minority heritage to maximise educational opportunities in order to develop their full potential in line with the Every Child Matters outcomes**
3. **Raise the achievement and attainment of CYP of ethnic minority heritage to 'close the gap'**
4. **Contribute to the development of information sharing protocols.**
5. **Maintain, and update current knowledge on legislation and good practice**
6. **Foster and maintain effective relationships at a range of levels.**
7. **To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as may be determined after consultation and negotiation with the post holder.**

**PERSON SPECIFICATION FOR THE POST OF
NEW ARRIVALS FAMILY LIAISON OFFICER**

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	
An understanding of issues affecting Refugees and New Arrivals	Application and interview
An awareness of issues affecting parents and children in schools	Application and interview
An awareness of legislation affecting Refugees and New Arrivals	Application and interview
Experience of working with primary and secondary aged refugee pupils	Application and interview
Experience of family support/ community development work	Application and interview
Can maintain trust and confidentiality when appropriate	Application and interview
Experience	
Experience working with parents and children at home and in school	Application and interview
Experience working with different agencies	Application and Interview
Experience of working with Refugees and New Arrivals	Application and Interview
Have the interpersonal skills to work collaboratively with school staff, parents and other professionals	Application and interview
Experience working with diverse Communities	Application and Interview
Skills	
Guidance, counselling and support for children and parents	Application and Interview
Good communication skills	Application and Interview
Knowledge of Eastern European Language and culture	Application and Interview
Self organisation and discipline	Application and Interview
Team working	Application
Qualifications/Training etc. (if any)	
NNEB/NVQ level 3 childcare or other relevant qualification	Application
Can work within the spirit of the City Council's policies relating to Equal Opportunities, Child Protection, Health and Safety, Finance and Smoking etc	Application and interview

Issue: Sept 2011