

## JOB DESCRIPTION

**Job Title:** Bilingual Family Liaison Officer/Classroom Support Assistant

**Salary Grade:** School Support Staff Grade F

**Accountable to:** Head Teacher

### Post Objective

To enable children with English as an Additional Language (EAL) to overcome barriers to learning and fulfil their potential by:

- Supporting their parents/carers to address any external barriers to learning
- Working with these children to develop their language and other skills to enable them to participate fully in school

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young children's educational and developmental needs.

### Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work with EAL children and families, particularly those from the targeted community, to identify barriers to learning, both inside and outside of school.
2. To provide an induction for families of new starters from the targeted community, to provide the necessary information to give them the best possible start at Arboretum Primary School.
3. To support the families of new starters to complete admission forms where necessary
4. To provide language and educational support to EAL children from the targeted community, within one-to-one or small group settings.
5. To work with class teachers and other staff in the development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils.
6. To develop links with parents and carers within the targeted community to ensure that all families are informed of and supported in dealing with the issues surrounding their children's education



"Arboretum is a good school"  
OFSTED December 2017



7. To work with parents and carers to increase their knowledge of local services for children and families within Derby City area.
8. To report matters concerning children who have suffered or may be at risk of suffering significant harm in line with the safeguarding policy and procedure.
9. To address barriers to education by signposting and supporting parents and carers to access appropriate advice and support: eg. benefits, school admissions, housing related issues, anti-social behaviour, healthy lifestyles, emotional well-being, access to specialist adult services, training and employment.
10. To provide advice and information to families through involvement with groups of parents including parenting programmes, events and other school and local activities.
11. To support parents and carers to be involved in providing feedback about school and to be involved in the development of services the school provides.
12. To support parents in developing resilience and independence in accessing support and participating in school and community life.
13. To provide translating and interpreting support to other staff in school to enable effective communication with EAL families from the targeted community.
14. To work with the Attendance Officer to improve attendance levels within the targeted community.
15. To keep written records of the work and provide monitoring information using the School's Information systems.
16. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
17. Contribute to the assessment and recording of children's development and be involved in the sharing of this information.
18. Attend reviews during normal working hours.
19. Participate in and contribute to staff meetings and INSET.
20. Develop and maintain good working relationships with parents and other adults involved with each child.
21. Give general support to school activities as appropriate.
22. Promote the ethos of the school.
23. To carry out home visits where necessary.

**This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher, however the responsibility level should not exceed those outlined above.**