

## Job Description

### Post: Community Liaison Officer

#### Purpose

To challenge educational and social disadvantage by achieving the highest possible standards and preparing all our students to lead successful lives.

#### Duties and Responsibilities

- Develop excellent working relationships with the community and parents; managing and promoting engagement in learning and supporting children's development.
- Provide opportunities for families to engage with the academy before their child begins, to establish support during pre-school where possible.
- Provide opportunities for families to engage with the school by sourcing or initiating shared learning opportunities including adult education courses and parenting support.
- Be an active member of the safeguarding team.
- Provide effective administrative support to the academy for attendance and new pupils, including: completing application forms; responding to routine correspondence from parents, transition and related administration.
- Create links with local nurseries and community groups in order to increase the intake of students.
- To provide information relating to services, benefits and health to parents as required.
- Support the organisation of events such as parents' evenings and recruitment days by offering friendly and professional support.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision making and consultation procedures.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***