**St Mary’s Catholic Primary School**

**Higher Level Teaching Assistant / Family Welfare Liaison Officer**

**Job Description**

* Hours/Weeks per year: 35 hours / term time only
* Job Status: Fixed Term to cover Maternity Leave
* Responsible To: Head Teacher
* Salary: Band F (£15,916 - £20,138) pro rata

**Job Summary**

Assist the teacher in raising attainment by ensuring all pupils have equal opportunity to

fulfil their full potential

Establish constructive working relationships with pupils, setting high expectations

and acting as a positive role model

Give pupils feedback on their progress and achievement

To act as a point of contact for safeguarding and child protection

**Key Functions**

* To improve pupil progress and achievement by helping to minimise barriers to learning and maximise pupil participation
* To work with other staff to secure good outcomes for families and pupils
* Under the guidance and with the support of senior leaders, ensure there are policies, procedures, systems and resources in place to promote the welfare, attendance and protection of children at St Mary’s Catholic School and support vulnerable families
* Work jointly with parents /carers and other external agencies and attend multi agency meetings

**Main Duties and Responsibilities**

**HLTA**

* To work with individuals and groups both within and outside the class room setting
* To organise and run extracurricular activities during lunch and out of school activities
* Monitor pupils progress before, during and after intervention to measure the impact of the intervention strategy on progress; include pupil evaluations
* Identifying, in association with school staff, pupils who would benefit from mentoring

**Family Welfare**

* Encourage good practice by promoting and championing the child protection policy and procedures
* To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required
* To initiate and refer pupils to outside agencies and when needed, to co-ordinate referrals
* Communicate effectively with staff, pupils, parents and outside organisations on attendance and punctuality matters, e.g. welfare calls, website, newsletter
* Help plan the reintegration of students after extended absence or exclusion
* Outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupil achieve their targets
* Setting up and running circle time sessions and anger management groups where necessary

**General Duties**

* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
* To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy
* To work in accordance to the schools equality policy
* To collate and produce statistical information with regards to safeguarding, attendance and pupil groups
* To work with identified groups of pupils and their families to narrow the attainment gap
* To plan and assist on safeguarding training within school
* To support pupils with medical needs and the administering of medicines
* To monitor the attendance of vulnerable and disadvantaged pupils regularly and offer support to parents in ensuring their children attend school every day
* To provide first aid as necessary (training can be arranged)
* Undertake a range of administrative duties relevant to the post
* Ensure confidentiality is maintained at all times
* Any other duties relevant to the work of the post holder as requested by the Leadership Team