



## Parent and Community Liaison Lead

### Wareham St Mary CE Primary School

26 hours, flexible

Term-time, plus inset days (39 weeks)

Salary Range: Grade 8-9, SCP 12-25 (£28,598-£36,363 FTE per annum)

Actual Salary: £17,674 - £22,782 per annum pro rata

Permanent

*As children of God, we are nurturing, responsible and courageous.*

Wareham St Mary CE Primary School is a small, Church of England school at the heart of the community on the edge of the beautiful Jurassic Coast. We are proud that our vision to be nurturing, responsible and courageous encompasses how we treat one another, how we learn and how we develop into citizens of the world. The school has recently achieved a 'Good' SIAMS and a 'Good' Ofsted rating. The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

We are looking for a Parent and Community Liaison Lead to join our highly skilled and motivated team. You will support those families which may struggle to engage with school and education, acting as Deputy Designated Safeguarding Lead and ensuring they feel welcome and heard, that their needs and those of their children are met and that they are actively participating in their child's education. You will not be judgemental but professionally curious, with keen attention to every detail. As well as maintaining detailed and accurate records, you will be proactive in seeking resources within the community to support our families.

There is some flexibility regarding the number of hours and working pattern, including the option to work a hybrid model from home. This can be discussed in more detail at informal visits and interview.

Visits to the school are warmly encouraged, please contact the Headteacher, Mrs Nicole Davids, on 01929 552517.

**Internal candidates:** To apply please submit the following to  
[wareham.office@coastalpartnership.co.uk](mailto:wareham.office@coastalpartnership.co.uk) :

- A written expression of interest demonstrating your suitability for the role, addressed to Mrs Nicole Davids
- An up-to-date CV
- Details of two referees (including email addresses), one of which is current Headteacher

**External candidates:** To apply please send a completed application form to  
[wareham.office@coastalpartnership.co.uk](mailto:wareham.office@coastalpartnership.co.uk) .

**Closing Date: Sunday 25<sup>th</sup> January 2026**

We will start to shortlist as applications are received, so we strongly encourage prospective applicants to apply as soon as possible. Please note, we may close the advert prior to the advertised closing date.

**Interviews: Friday 30<sup>th</sup> January 2026**

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted.**



Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

### Financial

Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU





## Job Description      Parent and Community Liaison Lead

Responsible to:	Headteacher
Location:	Wareham St Mary CE Primary School
Grade:	Grade 8-9, SCP 12-25
Hours of work:	26 hours per week
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

### **Overall Purpose**

- To offer early intervention, preventative support, guidance and advice to improve outcomes for children, young people and families within a school context, through working in partnership with parents and other agencies.
- Be a point of contact for new families to the school, including those who have English as an additional language, who have started as an in-year transfer so they feel part of the school community and can ask questions about the school's systems and processes.
- To act as the Deputy Designated Safeguarding Lead.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### **General Duties**

- Understand the primary rights and responsibilities of parents to raise their children and support parents by helping them to improve their parenting skills for example by running basic parenting classes and providing appropriate information or referrals.
  - a) Promote high quality, at-home parenting such as encouraging conversations between parents and their children and encouraging authoritative rather than authoritarian discipline.
  - b) Support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to address problems which may prevent engagement with school and learning.
  - c) To provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
  - d) Identify in partnership with parents, their needs for parenting support groups or parenting classes for those wishing to enhance their relationship with their children and deal positively with discipline, conflict and other issues.
- To work with parents in a school context, supporting them and building their engagement with their child's learning.
  - a) Promote a good climate for parental communication so that they are able to understand how to carry out effective dialogue with teachers about children's progress.



- b) Ensure parents feel confident to engage with their child's learning by facilitating and arranging family learning opportunities at the school such as English for Speakers of Other Languages (ESOL) and computer literacy classes.
- To work with parents to develop positive strategies for good standards of behaviour and regular attendance at school.
  - a) Give close attention to early identification and prevention of absence habits.
  - b) Work with parents to identify why their children are not achieving full attendance. Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child's family.
  - c) Carry out home visits where appropriate to support parents in encouraging their children to:
    - Develop effective life skills such as planning and preparation for the school day.
    - Engage productively within the curriculum respecting the school's rules and ways of working. Develop positive attitudes and relationships with the school community
    - Develop good habits of homework.
    - Participation in extra-curricular activities.
    - Maintain full and regular attendance.
  - d) Work closely with education social workers (ESWs) and school attendance officers.
- To act as the school's Deputy DSL and:
  - a) Triage all concerns, liaise with DSL on urgent/high level or ongoing concerns.
  - b) Meet weekly with DSL to communicate safeguarding concerns.
  - c) Attend/arrange regular meetings with external agencies.
  - d) Attend TAF, CINs CP reviews, Strategic meetings as required.
  - e) Be the first point of call for social workers and Early Help.
  - f) Record all chronology on "My Concern" for identified pupils.
- To initiate all Early Action Assessments required and input all data on 'My Concern' or appropriate MIS.
- To act as the school's mental health lead.

#### **Communication / Contacts**

- Participate in internal and cross-agency working groups as appropriate for exchange of information and "best practice". Liaise closely with staff in other schools and other agencies and attend casework and strategic development meetings when requested.
- To work with external agencies and community partners to support the social, emotional and educational development of all pupils. Attend community partner meetings and briefings as required to be able to provide a range of support to pupils and families.
- To be responsible for the maintenance and compliance of the school website and social media accounts, using them as tools for information sharing and community engagement.

#### **Equality and Diversity**

- Display behaviours that actively support The Partnership's Equality and Diversity policy.
- Be aware of and support difference.
- Support the Headteacher and teaching staff in providing pupils with equality of access to opportunities to learn and develop.
- Contribute to and support the overall aims and ethos of the Partnership and the academy in which they are based.
- Take responsibility and be proactive in resolving situations.
- Be open and honest, learn from mistakes.



### **Additional Information**

- Keep records and all documentation pertaining to meeting / contact with children, young people and their families and conduct reviews and assessment of the effectiveness of the work being carried out.
- Become familiar with and keep up-to-date, the wide range of services provided to children and families by the sectors.
- Attend supervision and training when required and develop knowledge and skills to fulfil the overall purpose and principles for the role.
- Carry out other duties and responsibilities with due regard to the policies of the school and the local authority such as child protection, health and safety, equal opportunities, confidentiality, data protection etc

### **Safeguarding Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection
- Report all concerns to an appropriate person.
- Be aware of who is the school's Designated Safeguarding Lead.
- To support the school's policy and procedure for safeguarding children

*Whilst every effort has been made to explain the main duties and responsibilities of the Parent and Community Liaison Lead and Deputy DSL, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*



## Person Specification

## Parent and Community Liaison Lead

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"><li>Educational Achievement sufficient to support clear reporting and presentation skills</li><li>Qualified or working towards at least NVQ level 3 equivalent qualification in a relevant discipline related to children and families, for example Social Worker, Health Visitor or equivalent</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>Proven experience of working in a similar role</li></ul>	<ul style="list-style-type: none"><li>Training/Qualification in work with Parents</li></ul>
Experience:	<ul style="list-style-type: none"><li>Experience and understanding of children within their family context</li><li>Demonstrable experience of delivering individual or group based support</li></ul>	<ul style="list-style-type: none"><li>Experience within the field of education, social services/welfare or the voluntary sectors</li></ul>
Knowledge:	<ul style="list-style-type: none"><li>Knowledge of the social and emotional factors that affect a child's capacity to learn</li></ul>	<ul style="list-style-type: none"><li>Knowledge of available support services and referral routes</li><li>Awareness of the legislation affecting school attendance requirements</li></ul>
Skills & abilities:	<ul style="list-style-type: none"><li>Able to relate to young people and adults in an empathetic manner</li><li>Able to develop a rapport with pupils and their families</li><li>Able to deal with difficult situations and/or individuals in a calm, fair but effective manner</li><li>Able to deal with sensitive issues in a confidential manner</li><li>Able to influence others. Managing discussions effectively to ensure desired actions are achieved</li><li>Able to communicate effectively - face to face or by telephone, with children/parents/head teacher/social workers, etc</li><li>Able to write reports and letters relevant to issues for school attendance</li><li>Able to prioritise workloads and work to deadlines</li><li>Able to work as part of a team and use own initiative when required</li><li>Able to report and account to line manager as appropriate</li></ul>	<ul style="list-style-type: none"><li>Able to support learning by giving constructive feedback and coaching</li></ul>



- Able to demonstrate awareness/commitment to upholding equal opportunity policies
- Able to maintain an effective record keeping system
- Able to undertaking relevant training

Qualities &  
Attitude

- Empathy
- Resilience
- Persistence

Other

- ICT and administrative skills.
- Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)

*The post holder may be required to travel to other local sites, including other CLP schools.*