

A3. Family Partnership Coordinator job description

Job Title: Family Partnership Coordinator

Responsible to: The deputy head teacher (pastoral)

Main Duties:

1. Help to develop a whole-school family-friendly culture and ethos in partnership with key stakeholders, including families.
2. Develop a whole-school agreed policy on family partnership working.
3. Take responsibility for overseeing the use of the Family Room in school.
4. Keep family noticeboards, the family pages on the school website, and family information on the school's live channel up to date, to help publicise and promote family-related activities at the school.
5. Develop and deliver a good range of family learning and recreational activities and workshops, designed to engage families in supporting their children's learning and well-being.
6. Enable teaching and support staff to develop effective communication and joint partnership working with a diversity of children's families.
7. Develop and promote effective family participation and engagement strategies, which will skill them up to support their child's learning and well-being at home.
8. Help to recruit and train family volunteers, family mentors and Family Champions to support new families and those who are 'harder to reach'.
9. Keep family partnership working activities and events under regular review, monitoring and evaluating their impact and outcomes on families and children's learning and well-being.
10. Participate in and support cluster group family partnership working events and activities.
11. Work productively with community partners and external agencies to secure appropriate resources and opportunities to enhance family partnership working and family learning.

12. Disseminate good practice in family partnership working within and beyond the school.
13. Take responsibility for engaging in relevant continuing professional development opportunities, relating to family participation and partnership working.
14. Undertake any other duties designated by the head teacher that are relevant to the post.