

This document provides an outline for a specific role within the organisation. This document is not a total definition of the job or its functions.

JOB DETAILS			
Job Title:	Schools Liaison Officer		
Responsible to:	Project Manager	Responsible for:	Staff – None Finance - None

Role Summary

In liaison with the Spectrum Project Manager, and Schools Liaison Officers already in post to develop and deliver the Spectrum Healthy Relationships resource Pack, promoting its take up and use with children and young people in schools, and other educational establishments and to enable schools to ensure a whole school approach to domestic abuse, gender based violence and sexual violence is understood and becomes firmly embedded within the school's practice

Key Role Functions

1. Project Delivery
 - Make close links and deliver Spectrum resources in primary and secondary schools and other educational establishments via workshops, classroom sessions or year group presentations throughout the region or other areas as required.
 - Ensure that young people in schools are fully aware of how to access help and support with issues of domestic abuse, sexual violence and gender based violence

2. Working in partnership
 - Work with the Spectrum Project Database and Administrative Officer to make and maintain close contacts with all secondary and primary schools in the region, all Educational Advisors and other relevant stakeholders in the area.
 - To seek endorsement from Key individuals and agencies in the county and provide regular reports on the work in the counties to all relevant stakeholders, outlining the progress of the project.

3. Whole School Approach
 - To develop, promote and deliver training events on a whole school approach to the ending domestic abuse, gender based violence and sexual violence in primary and secondary schools within the region using the Spectrum Pack.
 - To develop, promote and deliver the peer education program in schools.

4. Monitoring and Evaluation
 - To monitor and evaluate each session within schools, using hard copy questionnaires and/or relevant software providing information to the Administrative Officer to enable them to populate all relevant databases and provide regular reports to the project Manager on the same.
 - To take an active part in supervision with the line manager and ongoing self-assessment and evaluation of the work undertaken in schools, ensuring that best practice and a commitment to continuous improvement underpins the work

5. General
- Carry out the above with due regard to all the Association's policies and procedures, including Health and Safety, Equal Opportunities and Customer Services.
 - Ensure that compliance with Data Protection legislation is applied at all times.
 - Establish, develop and maintain an effective working relationship with all work colleagues to ensure an integrated contribution to the Association's objectives.
 - Comply with the Association's Code of Conduct by behaving in a professional, respectful manner at all times.
 - Take part in the appropriate training required to carry out the duties of the post and enhance personal development.
 - Commit to a continuous improvement culture and be prepared to undertake other duties and responsibilities relevant to the nature, level and extent of the post
 - Any other duties as directed by the Line Manager

Person Specification	
Essential	Desired
<p>Experience :</p> <ul style="list-style-type: none"> • A full teaching qualification and at least 3 years' experience of teaching. 	<ul style="list-style-type: none"> • Proven track record of planning projects, setting and achieving targets and reviewing work and making recommendations for the future. • Evidence of successful collaborative working with Education and Domestic Abuse sectors
<p>Knowledge & Skills:</p> <ul style="list-style-type: none"> • Demonstrable knowledge of domestic abuse and its effects on children and young people. • Good knowledge of education in Wales, including the National Curriculum. • Ability to work on own initiative and as part of a team. • A full driving license and a car available for work • 	<ul style="list-style-type: none"> • Demonstrable communication skills including writing and speaking in Welsh and English

I acknowledge that I have read and understood the above job description.

Signed : _____ **Date :** _____
 by the employee

Signed: _____ **Date :** _____
 on behalf of Hafan Cymru