

Family Liaison Officer and Learning Mentor Hove Learning Federation

Scale 5, Point 13 - 17

£29,064 - £31,022* per annum (full-time equivalent)

28 hours per week over 4 days, term-time only

(*salary pro-rata'd to 28 hours, 47.36 weeks)

Fixed term initially until 31st August 2027

Hove Learning Federation is comprised of West Hove Infant School and Hove Junior School, serving over 1,000 children.

We are seeking a dedicated, compassionate and highly motivated **Family Liaison Officer / Learning Mentor** to join our supportive and successful school Inclusion Team. This is a rewarding role for someone who is passionate about improving outcomes for children and families and removing barriers to learning.

Key Responsibilities

- Build and maintain strong, positive relationships with pupils, parents, carers and staff, acting as a key point of communication between home and school
- Support families in understanding their child's learning needs, progress and wellbeing
- Provide targeted emotional and social interventions to support pupils with additional needs
- Conduct outreach work to engage vulnerable families and those requiring additional support
- Monitor and analyse attendance data, identify barriers to attendance and implement effective strategies to improve punctuality and engagement
- Contribute to and lead on Attendance/Family Support Plans, assessments and review meetings, working collaboratively with internal and external stakeholders
- Work closely with the Inclusion Manager, class teachers and other professionals to ensure a coordinated approach to pupil support

- Support pupils in managing behaviour and developing positive strategies for learning and social interaction
- Plan, monitor and review interventions to ensure measurable impact on pupils' progress and wellbeing
- Promote and uphold the school's ethos, values and inclusive culture

The Ideal Candidate Will:

- Have excellent interpersonal and communication skills, with the ability to build trusting relationships quickly
- Demonstrate a strong understanding of children's educational, emotional, social and welfare needs
- Be experienced in supporting children with challenging behaviour and a range of additional needs
- Have knowledge of best practice in supporting medical, social and communication needs
- Be organised, proactive and able to work both independently and as part of a team
- Be committed to continuous professional development and reflective practice
- Show initiative, resilience and a genuine passion for supporting children and families

What We Offer:

- A welcoming, inclusive and supportive school environment
- A dedicated and experienced team committed to pupil success
- Opportunities for professional development and training
- The chance to make a real difference to the lives of children and families

For further information, please email: sarahshaw@hovejun.brighton-hove.sch.uk

Closing Date: 10th July 2026
Interview Date: w/b 13th July 2026
Start Date: 1st September 2026

Employment under the Federated Board includes all locations/sites where both schools operate. Under this contract, you may be asked to work across different locations under the Federated Board, either temporarily or permanently.

We are proud that our school is a culturally rich and diverse place of learning, and we are keen to encourage people from diverse ethnic backgrounds to apply and join our staff team. The school has a strong focus on Equality, Diversity & Inclusion for our pupils, staff and governors and we are passionate about creating an environment where every pupil can thrive. We are also very proud that Hove Junior School is an Inclusion Quality Mark (IQM) Centre of Excellence.

Hove Learning Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All new staff will be DBS checked.