

## **Secondary Education and Family Liaison Officer** **(Traveller Education Service)**

**Full Time: 37 Hours per Week (Term Time Only 39 weeks) - Permanent Role**

**Starting Salary: £27,096.80 per annum, 0.8419 FTE (pro rata from 1 FTE £32,184.09),  
Cognus Band 2**

**Location: Peripatetic-Sutton & Merton Schools (Office base - Cantium House, Wallington)**

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

This role is part of the Traveller Education Service within the Inclusion Service at Cognus. The Secondary Education and Family Liaison Coordinator will be responsible for the provision of 1:1 learning support and inclusion of vulnerable pupils with Traveller ethnicity.

We are looking for a professional who has experience of working in education settings, ideally at secondary level, and who is passionate about the inclusion of children and young people in education and society. An individual that enjoys a varied workload, is organised, creative, flexible and has excellent people skills. Importantly, they will bring energy and enthusiasm and inspire those they support, building positive relationships, especially with young people.

**This is a peripatetic role so the post holder must be willing and able to travel daily to multiple schools within both the London Borough of Sutton and the London Borough of Merton to provide support to Gypsy, Roma and Traveller children and young people.**

The post holder will work closely with schools, support services and other agencies, providing advice about the most effective ways to include children and young people in their education. They will encourage, and when necessary be confident to challenge, schools, partners, and stakeholders to take a positive, active, and inclusive attitude towards Travellers.

A significant part of this role includes family liaison and providing holistic support via a multi-agency framework to ensure that the young person and family is supported at all levels. The postholder will be responsible for providing information, advice, and guidance to support specific cases, and ensuring successful monitoring, tracking and reporting.

This is an exciting opportunity to support vulnerable learners holistically to achieve excellent outcomes. If you are enthusiastic about working with pupils and families and are seeking a new challenge, then we want to hear from you.



The successful candidate will be expected to be a role model for the professional behaviours outlined in the company Code of Conduct and to demonstrate **Cognus Mission and Values**.

You will give us great commitment and in return we offer an excellent package including:

- i) Salary of £27,096.80 per annum (pro rata from 1 FTE £32,184.09, Cognus Band 2)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) Regular manager support and supervision
- iv) Hybrid and flexible working
- v) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans  
*Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.*
- vi) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- vii) Cognus Coaching Programmes
- viii) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to [recruitment@cognus.org.uk](mailto:recruitment@cognus.org.uk) with the completed application form, downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability.

The deadline for receipt of applications is midnight on **Thursday 23<sup>rd</sup> October 2025**.  
Candidates are requested to be available for interview on **Tuesday 28<sup>th</sup> October 2025**.

For an informal conversation about the role, please contact Jackie Cunniffe, Team Leader of the Traveller Education Service, on 07736 338 359 or at [\*\*jackie.cunniffe@cognus.org.uk\*\*](mailto:jackie.cunniffe@cognus.org.uk).

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



## JOB DESCRIPTION

<b>POSITION:</b>	Secondary Education and Family Liaison Officer – Traveller Education Service
<b>DIVISION:</b>	Inclusion
<b>REPORTS TO:</b>	Traveller Education Service Team Leader
<b>GRADE/PAY:</b>	Cognus Band 2 £27,096.80 per annum (pro rata from 1 FTE £32,184.09)
<b>LOCATION:</b>	<b>Peripatetic</b> - Position requires daily travel to multiple schools across the London Boroughs of Sutton & Merton. <b>Office base</b> - Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

### JOB SUMMARY

To work with Gypsy, Roma and Traveller children, young people and families in both Sutton and Merton to promote and support improved access to education. Use a multi-agency approach to ensure education settings support those with Traveller ethnicity to access and fully engage with services available to them. Raise awareness and understanding of the Gypsy, Roma and Traveller communities, culture and lifestyle so that schools, agencies and organisations can be more inclusive.

### PRINCIPLE ACCOUNTABILITIES:

1. To advise, and where necessary challenge, schools, partners, and stakeholders regarding best practice for the educational inclusion of Traveller pupils.
2. Provision of education support for Traveller pupils.
3. Provision of social and emotional support for families using a holistic, multi-agency approach to ensure they access the right support agencies to enable improved educational outcomes.
4. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.
5. To effectively use data for monitoring and evaluation purposes.
6. Carry out any other duties as reasonably required.



## **RESPONSIBILITIES**

*The main duties and responsibilities of the postholder are indicated below although other duties of an appropriate level and nature will also be required.*

### **1. Provision of education support for Traveller pupils.**

- Provision of 1:1 or small group learning support and personal development for Traveller pupils across schools in Sutton and Merton.
- Work collaboratively with settings to agree priorities and devise support programmes, working in liaison with class teachers as appropriate.
- Support engagement across Cognus services to facilitate access to education.
- Establish and maintain good relationships with families of Traveller children, enhancing the home-school partnership, acting as a bridge to facilitate solution focused approaches with school and other agencies/services.
- Support planning meetings as well as other appropriate meetings as required such as admission meetings.
- To provide information, advice and guidance in relation to Traveller pupils to ensure equal opportunities for Traveller pupils.

### **2. Provision of social and emotional support for families using a holistic, multi-agency approach to ensure they access the right support agencies to enable improved educational outcomes.**

- Establish and develop 1:1 mentoring and supportive relationships with children and young people in education settings.
- Initiate and deliver programmes of support for pastoral and welfare issues which lead to improvements in attendance and achievement.
- Be responsible for initiating regular engagement with families including forging and maintaining links with other agencies.

### **3. To advise, and where necessary challenge, schools, partners, and stakeholders regarding best practice for the educational inclusion of Traveller pupils.**

- Act as a reference point for schools and agencies, providing information, advice, and guidance on all aspects of Traveller life and culture.
- Provide advice on appropriate resources and equipment and culturally based materials when relevant, supporting differentiation and inclusion.
- Support liaison and continuity between schools whether in-year or at natural transition points.
- Offer professional development training on race equality, Gypsy, Roma and Traveller culture and lifestyle.



- 4. To be responsible for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Cognus Limited, the School, other education settings and Sutton Council's Safeguarding Children's Board.**
  - Be responsible for ensuring accurate reporting of safeguarding and welfare concerns and ensuring your actions have been carried out in a timely fashion.
  - Display a thorough awareness and understanding of, and comply with, Safeguarding regulations, policies, and procedures of both the company and any setting you are working in.
  - Attend all required safeguarding training.
  - Engage fully in multi-agency meetings (both statutory and non-statutory), intervention and support for Traveller pupils which may mean sharing information appropriately with partners.
  - Maintain close liaison with related agencies cross-area to ensure effective partnership working and positive outcomes for Traveller pupils and families.
- 5. To effectively use data for monitoring and evaluation purposes.**
  - Ensure accurate recording of data as required on Cognus systems.
  - Produce clear and effective service user reports and collect and record impact measurement and outcomes data.
  - Contribute to the development and fulfilment of the team and company business plan.
  - Attend and contribute to team meetings and wider organisational meetings and events as required.
- 6. Carry out any other duties as reasonably required.**

**GENERIC OBJECTIVES:**

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

**GENERAL:**

**SAFER RECRUITMENT:**



Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

#### **PROCESSING OF DATA:**

- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

#### **CONFIDENTIALITY AGREEMENT:**

During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.

- a) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company’s legitimate business interest.
- b) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- c) You are aware of the Company’s policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company’s disciplinary procedure and action taken can include dismissal without notice.

*This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.*



## PERSON SPECIFICATION

*The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.*

No	Description	Criteria
a.	Must have practical experience of working with children and young people in educational settings, a youth work context or similar, ideally at secondary level.	E,S,I
b.	Experience of working with vulnerable pupils.	E,S,I
c.	Experience of supporting learners with their academic work is desirable.	D,S,I
d.	Experience of planning, monitoring, and evaluation of work.	E,S,I
e.	Ability to manage time effectively, planning own workloads and meeting deadlines. Excellent organisational skills.	E,S,I
f.	Must have extensive experience of multi-agency working and partnership to ensure suitable and appropriate support packages are in place.	E,S,I
g.	Good interpersonal skills and ability to communicate effectively both orally and in writing with a wide range of individuals, groups, and organisations.	E,S,I
h.	Be a critical thinker and be able to problem solve independently, use initiative, and find effective solutions.	E,S,I
i.	Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business.	E,S,I
j.	Ability to use information technology effectively.	E,S
k.	An understanding of equal opportunities issues and practices and a commitment to inclusion.	E,S,I
l.	Is committed to safeguarding and protection of children.	E,S,I
m.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained.	E,S,I

KEY:		D	Desirable	I	Evaluated at interview
E	Essential	S	Shortlisting criteria	T	Subject to test

