Crockenhill Primary School

Job Description: Parent Support Advisor (Family Liaison Officer)

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| **School:** | **Crockenhill Primary School** |
| **Grade:** | **KR5** |
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| **Responsible to:** | **SENDco and Headteacher** |

**Purpose of the Job:**

To ensure that Crockenhill Primary School is a place where children thrive and knowledge matters by upholding and modelling our values in all aspects of the role. Whilst developing and enhancing parental engagement and relationships with the school and other agencies.

In order for children to flourish they should first be supported and enabled to develop self-esteem, self-respect and self-confidence. Through nurture and care, coupled with the experience of committed teachers and support staff, children will be able to be fully engaged in their learning and achieve their potential. The Family Liaison Officer will focus their work on preventative and early intervention activities, assist in tackling underachievement by working with families, parents, carers and children in school to enable all children to have full access to educational opportunities and help them to overcome barriers to learning.

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| **Key duties and responsibilities:**   1. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication 2. Provide advice and guidance to parents / carers to reinforce their self esteem and ability to provide good parenting 3. Share information on practical childcare and parenting skills,including meeting the emotional needs of children, consistent discipline, healthy eating and attendance. 4. To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this – to include persistent absence 5. Take a holistic approach to education and reflect the importance of emotional well-being as central to the development and mental health needs of all children in their daily practice. 6. To work with the SENco to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child’s learning 7. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school 8. To signpost families to sources of advice and guidance within the local community and via other agencies 9. To liaise with other agencies supporting families and assist with referrals as appropriate 10. To maintain accurate records and share information with colleagues as appropriate and refer on as required 11. Liaise with the school’s child protection officer to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity 12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 13. To be visible at playtimes/lunch times and interact with pupils 14. Facilitate a quiet club during children’s lunchtime 15. Carry out other tasks as reasonably requested by the Headteacher |
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Crockenhill Primary School

Person Specification: Parent Support Advisor (FLO)

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|  | **CRITERIA R = required D = desired** |
| QUALIFICATIONS | Knowledge and skills equivalent to national qualifications level 3 R |
| EXPERIENCE | Previous experience of working with children and families R  in the public, private or voluntary sector  Experience of working in social care D  Experience of facilitating groups D |
| SKILLS AND ABILITIES | Excellent communication, listening and observation skills R  To be able to work intuitively with children and adults R  Ability to deal with difficult/sensitive situations R  Ability to manage confidential information R  Organisational abilities and accurate record keeping skills. R  Ability to facilitate parenting skills. R  Good inter-personal skills R |
| KNOWLEDGE | Sound knowledge and understanding of child growth and development R  Knowledge of the parenting needs of children R  Knowledge of barriers to learning R  Knowledge of the working practices and referral processes of relevant external agencies D  Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting R |

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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