**School FLO**

Purpose of the Job:

To engage with parents / carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils.

Key duties and responsibilities:

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication. This will include home visits.
2. Carry at training to act as a designated safeguarding lead.
3. To monitor attendance and take appropriate actions to improve attendance outcomes.
4. Liaise with teachers and encourage effective dialogue between parents / carers and teachers regarding their child’s progress.
5. Provide advice and guidance to parents / carers to reinforce their self-esteem and ability to provide good parenting.
6. Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
7. To support the work of the attendance officer by working with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this. 6. To work with the Headteacher 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 and wellbeing.
8. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
9. To signpost families to sources of advice and guidance within the local community and via other agencies.
10. To liaise with other agencies supporting families and pupils e.g. School Nurse, CAHMS
11. To maintain accurate records and share information with colleagues as appropriate, and refer on to the wellbeing team, SEND team or safeguarding team as appropriate.
12. Liaise with the school’s other Designated Safeguarding Leads to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity.
13. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Tiger Primary School**

**Person Specification – Family Liaison Officer**

**E – Essential D – Desirable**

# Qualifications

**E** At least 5 GCSE (or equivalent) A-C passes including English and Mathematics



**E**  Evidence of recent relevant training/experience in supporting families

**E** First Aider at Work qualification or willingness to train

**D** NVQ L3 or above in administration or supporting children

# Experience

**E** Experience of working with children aged 4 – 11 in a school setting.



**D** Working with and supporting pupils and their families

**D** Completing referrals to an outside agency

* **D** Designated safeguarding lead experience
* **D** Experience carrying out home visits.

# Knowledge and Understanding

**E** An understanding of the developmental needs of children (4 – 11) **E** An understanding of the need to respect confidentiality at all times.



**E** An understanding of ‘Keeping Children Safe in Education’ and associated safeguarding procedures in nurseries / schools.

**E** Knowledge of external agencies that can support families with a range of needs **E** Knowledge of school policies e.g. Safeguarding, Behaviour



# Skills

 **E**  The ability to work as a member of the school team relating to colleagues, visiting professionals and parents in a professional manner at all times.

 **E** Ability to relate to all pupils in a positive, child centred and supportive manner valuing and showing respect for their individual needs.

**E** Ability to relate to parents when advising and supporting their child.



**E** Ability to deal with difficult / sensitive situations and resolve conflict

**E** The ability to instil discipline in a calm manner in line with the school’s behaviour policy and ethos.

 **E** The ability to use initiative and to ensure the health, safety and well-being of children and colleagues.

**E** The ability to liaise with professionals to promote the well-being of pupils **E** Good time management and organisational skills.



**E** The ability to communicate clearly, in both the spoken and written form, with a range of professionals.

**E** The ability to lead by example.



**E** Basic IT skills e.g. word processing, attaching documents **E** The ability to manage confidential information.

**E** Highly organised with the ability to keep accurate records. **E** Able to work without immediate supervision.

**Characteristics**

**E**  A willingness to undertake professional development.



**E** A calm, positive, supportive and consistent approach.

**E** An ability to champion vulnerable pupils’ needs within the school.

**E** A proactive approach and an ability to work under pressure.

**E** Ability to build positive relationships with all stakeholders.

**E** A willingness to reflect on practice and identify further improvements.