



### Job Description

JOB TITLE	Family Liaison Officer
JOB FAMILY	Pastoral and safeguarding
PHASE	Secondary
REPORTING TO	DSL

### Job Purpose

- Working alongside the Attendance Improvement Manager and Designated Safeguarding Team the FLO will focus their work on preventative and early intervention activities to promote student wellbeing and reduce persistent and severe absence.
- The FLO will build positive relationships with families and students to enable them to work effectively alongside the school and other statutory providers.
- Ensure the voice of the child is promoted and the needs of the child are considered first in line with the Trust and Academy ethos to ensure that all students achieve their best.

### Duties and Responsibilities

- To identify students and families of concern or those needing additional support through interpreting attendance and safeguarding.
- To work with individuals and groups of students to improve attendance to school and lessons.
- To work with parents/carers in improving student attendance records and coordinating parental support and intervention where appropriate.
- To take an active role in ensuring 'first day calling' is completed in a timely manner.
- To support throughout the day to ensure all registers are completed and no missing marks or unexplained absences remain.
- To be an active member of the Designated Safeguarding Lead (DSL) Team ensuring that student welfare is paramount and that any necessary action is taken at the earliest opportunity in consultation with a Lead and Deputy DSL and other professionals/external agencies.
- Maintain accurate records and ensure that all documentation relating to interventions is recorded and filed appropriately.
- To liaise on a daily basis with the Lead and Deputy DSL to provide additional support where needed. This will include support for those who are absent that day but could also include support for those who have been suspended, those who are struggling with mental and/or physical health and those who are school refusers.



- Following clear risk assessments, undertake home visits to promote student attendance and wellbeing.
- To work closely with colleagues (including year teams) to update them on any barriers and interventions in place.
- To support with the transition process to ensure the smooth transfer of students from Year 6 into Year 7.
- To be a visible presence within the Academy, especially at break and lunch time to promote students with emotional and social development.
- To keep up to date with staff CPD

#### **Working with colleagues and other relevant professionals**

- Establish positive relationships with parents/carers and outside agencies to promote the well-being of all students
- Supporting Teaching and Learning by helping maintain good order and attendance to lessons
- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues and outside agencies

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Following the correct policies and procedures, including those for Safeguarding, to ensure all students are safe and can achieve.

#### **Professional development**

- Stay up to date and trained in all safeguarding and child protection protocols and procedures
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Participate in training and development programme.
- Attend meetings where necessary.



### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

### Other Areas of Responsibility at The Victory Academy

To act as designated first aid person on duty

### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Victory Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are 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 Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



I understand and agree to the job description of a Family Liaison Officer.

Name:.....

Signed: .....

Date: .....