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## FLO Job Description

**Name:**

**Post Held:** FLO

**Responsible to:** SENCo and Headteacher

**Liaises with:** SENCo, Parents, Outside Agencies, Staff

**Salary Range:** KR6

**Main purpose of job:**

- To engage with parents/carers and families to provide early intervention, support and guidance to increase engagement with the school and improve outcomes for children.
- To liaise with and undertake referrals to other agencies as appropriate.

### SAFEGUARDING DUTIES AND RESPONSIBILITIES

1. To follow the school's policy and procedure for Child Protection and Safeguarding, reporting any concerns immediately to the Designated Safeguarding Lead.
2. To work as part of the school's DSL team to ensure that the children's welfare is paramount and any necessary action is taken at the earliest opportunity.
3. To liaise with the rest of DSL & Welfare team, staff in school and external agencies to support the safeguarding work of the school.
4. Attend CP, CHIN, CIC and PSP meetings.
5. To maintain accurate records, including those relating to Safeguarding and Child Protection, and share information with colleagues via school systems and professional agencies as appropriate, referring on as required.
6. Attend all update training as required of the DSL role.
7. Keep up to date with developments in safeguarding procedures and referrals.
8. Comply with policies and procedures relating to child protection, health and safety, confidentiality, data protection and security, reporting all concerns to an appropriate person.
9. To work with the Welfare Team (DSLs) and other agencies to develop plans and undertake individual case work with families to support them in addressing issues which might be impacting on their children.

### KEY DUTIES AND RESPONSIBILITIES

1. To be the first point of contact for parents and families; Be the friendly face to build relationships and confidence in school.
2. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication.
3. Liaise with teachers and encourage effective dialogue between parents/carers and teachers regarding their child.
4. Provide advice and guidance to parents/carers to reinforce their self-esteem and ability to provide good parenting.
5. Share information on a case by case basis as well as facilitating courses and workshops on practical childcare, parenting skills, meeting the emotional needs of children and themselves, consistent discipline, healthy eating and attendance as well as any other issues arising.

6. To work with parents/carers to identify why children are not achieving good attendance and assist in the implementation of measures to address this.
7. To liaise with other agencies supporting families and assist with referrals as appropriate
8. Encourage parental involvement in the school and its activities, plan and deliver a range of family related activities to promote parental involvement in the school, including liaising with other agencies.
9. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
10. Produce written reports and maintain records to ensure that informed decisions are made regarding the child's welfare.
11. Establish and maintain programmes to support the well-being, social and emotional development, and mental health of children in the school including directly supporting children who are challenged by significant parts of the day specifically the start of the day, playtime, lunchtime, etc.
12. To signpost families to sources of advice and guidance within the local community and via other agencies, including referrals to external agencies which can help parents to build parental capacity.
13. To empower parents to have confidence in their own ability to deal with issues that relate to their own children.
14. To make home visits as and when required.

The above job description was agreed on ..... (date). This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual Appraisal process.

The school and its staff is committed to safeguarding and promoting the well-being of children and young people.

Signed..... (FLO) Date:

Signed..... (Headteacher) Date: