

**Family Liaison Officer (FLO)**

**Job Title** Family Liaison Officer (FLO)

**Responsible to:** SENDCo

**Pay Scale:** Kent Range 4

**Hours per week:** 20(8.30am – 1.00pm) with potential for future growth

**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. To promote mental health and emotional wellbeing across the school for pupils and staff, sign posting to local support services.

**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. Liaise with teachers and encourage effective dialogue between parents/carers and teachers regarding their child’s progress and emotional well being
3. Provide advice and guidance to parents/carers to reinforce their self-esteem and ability to provide good parenting
4. Share information on practical childcare and parenting skills,including meeting the emotional needs of children, consistent behaviour, healthy eating and attendance, including managing the persistent absence of some children
5. To work with parents/carers to identify why children are not achieving good attendance and assist in the implementation of measures to address this and conduct home visits if necessary
6. To work with the SLT 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, including liaising with our Friends Association
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. Referrals to include Early help, School nurse, Social Services etc.
10. To maintain accurate records and share information with colleagues via the CPOMS reporting system, stating clear actions required
11. To monitor open cases on the CPOMS reporting systems and provide support to users on reporting
12. Liaise with the school’s Designated Safeguarding Lead to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity
13. Make referrals for requests for support
14. Become a school DSL
15. To directly support children who are challenged by significant parts of the day; specifically the start of the day, playtime, lunchtime, etc. Complete wellbeing ‘check ins’ and undertake emotional support interventions where required.
16. To provide levels of support to children who are not completing home learning tasks, including reading and work with parents to achieve some level of interaction with home learning
17. Collate information provided by teachers and teaching assistants about parents participation in extra activities such as home learning, opportunities to visit school and take part in classroom visits
18. Support Headteacher, SENCo and office staff to collate reports to and from parents
19. Provide support to the Office Manager, when required
20. Organise and run The Hub, for events such as coffee mornings, clinics and workshops for Parents
21. Communicate knowledgably and confidently with parents via telephone, email and face to face.
22. Comply with all policies in place at Luddenham and adhere to the expectations within them