

**Job Description: Family Liaison Officer – KR5-6**

**School: Greenlands Primary School**

**Grade: Kent Range 5-6**

**Responsible to: Line Manager**

**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 assess, implement and monitor action plans to support individual students. To liaise with and undertake referrals to other agencies as appropriate.

**Key duties and responsibilities:**

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| 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
3. Provide advice and guidance to parents / carers to reinforce their self esteem and ability to provide good parenting. Signpost parents to relevant agencies and providers for support.
4. Share information from relevant agencies and providers on practical childcare and parenting skills,including meeting the emotional needs of children, consistent discipline, healthy eating and attendance. Source workshops and advice to support parents in these areas.
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, working closely with SEAAS, PRU, Inclusion and Attendance Service and the School Attendance Lead to support their work to improve individual and whole school attendance. Including appropriate support where children are missing in education or electively home.
6. Work with the office staff to be aware of new pupils and support these children and families in line with the school’s in year transition process.
7. Encourage parental involvement in the school and its activities and facilitate delivery of a range of family related activities to promote parental involvement in the school in conjunction with other agencies
8. Work with families to support them in addressing issues which might be impacting on their child’s learning, including attendance.
9. To signpost families to sources of advice and undertake referrals to other agencies as appropriate and as directed by the Headteacher
10. To develop and promote partnerships with other agencies to ensure pupils and families are able to access appropriate support.
11. To sit on the Vulnerable Children’s Team and ensure appropriate interventions are put in place as agreed, as well as appropriate record keeping.
12. Liaise with the school’s lead DSL to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity
13. Keep own DSL training up to date in order to carry out deputy DSL duties in relation to safeguarding and attend and contribute to Safeguarding Team meetings.
14. Produce written reports and keep records on CPOMS pertaining to meetings/contact with children and young people and their families, in order to ensure that informed decisions are made regarding the child’s welfare.
15. Represent the school at Safeguarding meetings and other multi agency meetings, as agreed by the Headteacher.
16. Update and create Medical Care Plans in liaison with parents, adding to Arbor and amending to ensure the plans remain relevant. Work in conjunction with other school staff to ensure all medication in school (asthma inhalers, Epipens) is in date.
17. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to an appropriate person
18. Any other duties and responsibilities within the range of the salary grade.

Signed: Role: FLO Date: Signed: Role: Headteacher Date:  |
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**Person Specification: Family Liaison Officer – KR5-6**

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|  | **CRITERIA**  |  |
| **QUALIFICATIONS** | Good standard of general education with competency in numeracy and literacy – essentialKnowledge and skills equivalent to national qualifications level 3Proven experience in a relevant field | EssentialDesirableDesirable |
| **EXPERIENCE** | Previous experience of working with children / familiesin the public, private or voluntary sector Experience of facilitating groupsExperience working within a multi agency environmentSupervisory experience  | EssentialDesirableDesirableDesirable |
| **SKILLS AND ABILITIES** | Excellent communication, listening and observation skillsAbility to deal with difficult/sensitive situationsAbility to manage confidential informationOrganisational abilities and accurate record keeping skills. Good inter-personal skills High level written communication skills – including report writing  | EssentialEssentialEssentialEssentialEssentialEssential |
| **KNOWLEDGE** | Sound knowledge and understanding of child growth and developmentKnowledge of the parenting needs of childrenUnderstanding of barriers to learningKnowledge of the working practices and referral processes of relevant external agenciesDemonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting | DesirableDesirableDesirableDesirableEssential |