Job Description: Parent Support Advisor (Family Liaison Officer)

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| **School:** | **St Thomas’ Catholic Primary** |
| **Grade:**  | **KR5** |
| **Responsible to:** | **Headteacher** |

**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:**

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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. To provide some 1-1 support for identified pupils through discussion with the Headteacher
4. To be willing to run an indoor lunchtime club- providing opportunity for pupils to play games, particularly pupils who may find lunchtimes outside difficult
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 work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this, including face to face meetings, telephone conversations and letters sent home. To provide monthly attendance reports to the Headteacher.
8. 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
9. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
10. To signpost families to sources of advice and guidance within the local community and via other agencies.
11. To liaise with other agencies supporting families and assist with referrals as appropriate.
12. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
13. Liaise with the school’s designated safeguarding leads to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity.
14. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
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Person Specification: Parent Support Advisor (FLO)

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | Knowledge and skills equivalent to national qualifications level 3 |
| **EXPERIENCE** | Previous experience of working with children and familiesin the public, private or voluntary sectorExperience of facilitating groups |
| **SKILLS AND ABILITIES** | Excellent communication, listening and observation skillsAbility to deal with difficult/sensitive situationsAbility to manage confidential informationStrong organisational abilities and accurate record keeping skillsAbility to facilitate parenting skillsGood inter-personal skills |
| **KNOWLEDGE** | Sound knowledge and understanding of child growth and developmentKnowledge of the parenting needs of childrenKnowledge of barriers to learningDemonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting |