

FAMILY LIAISON OFFICER (FLO)

VACANCY

Minterne Junior School
Minterne Avenue
Sittingbourne
Kent
ME10 1SB

Phone: 01795 472323
Email: office@minterne.kent.sch.uk



Contents	
Dear Applicant.....	3
Advert.....	4
Job Description.....	6
Person Specification.....	8
Our Community Multi Academy Overview	10
OCMAT Leadership Principles	11
Our Schools.....	13
Trust Central Team.....	13
The Application Process	14
The Shortlisting and Interview Process.....	14
Conditional Offer	15
Safeguarding.....	15
Retention of Information	15

Dear Applicant

Thank you for expressing an interest in joining us at Minterne Community Junior School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

At Minterne, we are passionate about providing children with the opportunities and desire for learning. Our aim is to produce happy children who are successful learners, confident individuals and responsible citizens. Built in 1964, Minterne Junior School serves a pleasant residential area. The town centre and the countryside are both easily accessible from the school. There are almost 390 pupils aged from 7 to 11 currently on roll. The school is set on a spacious site, with 12 classrooms and an attached Speech and Language Unit. Each class has an interactive whiteboard, internet access and access to iPads. Indeed, our computing facilities are excellent; featuring a large suite which houses 36 modern computers and a class set of iPads. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Minterne Junior School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.minterne.org or contact the office: office@minterne.kent.sch.uk (t:01795 472323).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Ms Kirsty Hadfield
Head of School



Mrs Catherine Hurst
Executive Headteacher



Advert

Job Title: Family Liaison Officer - FLO

Grade: Kent Range 6

Salary: £20,098.23 pro rata (£25,127 FTE)

Hours: 35 hours per week, Monday to Friday, 8.30am to 4.00pm - 39 working weeks per year which includes staff development days

This is a fabulous opportunity for a dedicated and organised person to join the school team at Minterne Junior which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic Family Liaison Officer to join the school's successful and supportive team. This role may be suitable for inexperienced candidates who are looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

Minterne Junior School is one of ten schools within Our Community Multi Academy Trust. We are a junior school with 385 of pupils on our roll, including the Acorn Centre, a Specialist provision for Speech and Language.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have excellent organisational skills
- Be punctual
- Communicate well and be confident managing others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Paula Spalding via telephone on 01795 472323 or office@minterne.kent.sch.uk.

Job Description

Purpose of the job

To assist with promotion and monitoring of the emotional health and wellbeing of all members of the school community in order to ensure the right conditions for learning are met and all barriers are removed.

Key duties and responsibilities:

Working under the direction of the Headteacher and Trust Safeguarding Lead referring queries as necessary.

Safeguarding

- Ensure that all relevant Safeguarding training is completed and renewed as necessary.
- Liaise with the Headteacher regarding referrals to Children's Social Care.
- Routine liaison with agencies referring any queries/issues onto the SENCo, senior leader and Trust Safeguarding Lead to ensure the best outcomes for children and their families.
- Attend multi-agency meetings, such as Early Help and Children's Social Services, as directed by Headteacher / Trust Safeguarding Lead.
- Administer all Safeguarding concerns, ensuring that all record-keeping is up to date and in line with statutory requirements.
- Attend and contribute to school-based safeguarding review meetings.
- Ensure that safeguarding procedures are in place for the whole school community.

Family Liaison and Support

- Establish and foster positive relationships with parents/carers of the school.
- Promote parental engagement with the school and its activities.
- Support parents in developing effective parenting strategies.
- Provide parents with information of available services and support.
- Encourage good communication between parents and teachers in the first instance regarding any issues involving children.
- Remain up to date with the range of agencies working locally in order to maintain knowledge of available services for parents.
- Attend Trust and Local FLO Network Meetings.
- Continue to support vulnerable families that have been part of the Early Help or Social Services process.
- Provide regular updates to Headteacher.

Staff and Child Wellbeing

- Assist with continually monitoring the wellbeing of children and staff groups and individuals.
- Liaise with Headteacher regarding any concerns over staff and child wellbeing if required.
- Ensure up to date literature is available for staff, parents and children regarding external services, such as counselling.
- Provide informal wellbeing support to staff, parents and children and signpost them to other agencies as necessary.
- Assist with organising regular events to maintain staff, parents and child wellbeing and morale both within and outside school time.

Attendance

- Work alongside the Attendance Officer to ensure that absence trends are identified early in order for support to be implemented.
- Challenge and support families with poor attendance in order to reduce persistent absenteeism alongside the Trust's Attendance Officer.
- Hold meetings twice per term with the Attendance Officer to identify families that have low attendance or high levels of persistent absence and arrange further support when required.
- Support the Attendance Officer with referrals to the Attendance Service.

General

- Undertake all administrative tasks associated with family support and wellbeing maintaining accurate records and sharing information with colleagues appropriately
- On occasion you will be required to attend evening meetings
- Be committed to safeguarding and promote the welfare of children, raising concerns appropriately
- Carry out any other appropriate duties as required by senior leaders
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work
- Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children
- Any other work requested by, and deemed appropriate by, Trust senior leaders/Headteacher.

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

Family Liaison Officer

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education	• Knowledge and skills equivalent to national qualifications level 2 or 3 • GCSE grade A*-C in English and mathematics • Evidence of Continual Professional Development • Driving License and daily access to a car with business use insurance is essential as these sites are not accessible by public transport	
Experience	• Previous experience of working with young people and their families in the public, private or voluntary sector • Proven experience of up to date safeguarding knowledge • Experience of facilitating and delivering wellbeing strategies to groups and individuals.	• Previous experience of liaising with multi agency working (Health/Social Services/Housing etc) • Proven experience of Early Help procedures
Skills	• A commitment to safeguarding and promoting the welfare of children • Excellent interpersonal, communication, listening and observational skills • Able to convey information clearly and accurately both orally and in writing to a range of people – including report writing • Able to work in an organised, methodical manner and maintain accurate records • Able to facilitate parenting skills. • A 'can do' approach • Customer friendly nature with a tactful, professional and flexible approach • Able to deal calmly, tactfully and effectively a range of people and in difficult/sensitive situations • Able to manage confidential information, demonstrating sensitivity and objectivity in dealing with confidential issues • Able to work under pressure and balance constantly changing priorities • Able to organise and prioritise own workload to meet competing deadlines • Able to check for accuracy and to timescales • Able to both work as part of a team and use own initiative • Able to take accurate notes and timely	• Investigate simple queries and anomalies • Methodical and organised approach to work

	minutes of meetings following up action points • Able to work with all levels of colleagues across the collaboration to achieve shared goals • Able to establish positive relationships with children, their families and staff so that pupils see the team as an integral and vital part of the school family • Able to travel between sites	
Knowledge	• Knowledge and understanding of child growth and development. • Knowledge of the parenting needs of children. • Knowledge of barriers to learning. • Demonstrable understanding of the principles of data protection and the importance of confidentiality • Knowledge of relevant school policies which keep children safe in education EG Safeguarding and Child Protection • Knowledge of basic health and safety rules and regulations	• Knowledge of the working practices and referral processes of relevant external agencies
Personal attributes	• Good judgement, with the ability to make considered decisions • Flexible and responsive to change • Self-motivated and pro-active • Appropriate levels of personal presentation • Diplomatic and resourceful • Calm under pressure • Good sense of humour • Positive/can do approach • Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community	
Values	• Commitment to safeguarding and promoting the welfare of children • Commitment to Trust and its school's aims and values • Commitment to continuous personal development • Honest and reliable, displays integrity and commitment to the Trust • Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders

The Collaborative Leader:

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities - working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
 c/o Lynsted & Norton Primary School
 Lynsted Lane
 Sittingbourne
 Kent
 ME9 0RL

Company No: 10842747