



Harrietsham Church of England Primary School

Family Liaison Officer (FLO)

Job Description

Vision Statement

We are a warm, welcoming and inclusive school rooted in our rural community. Like the mustard seed, we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured We Flourish”

Our Values

Everything that we do in school is underpinned by our core Christian values and these are the basis for all the experiences we offer our pupils:

Love Forgiveness Fellowship

Job Description: **Family Liaison Officer (FLO)**

Grade: Kent Range 5

Responsible to: Pastoral Leader

Liaise With: Inclusion and Pastoral Team

Main Purpose of 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.

To provide a positive impact on the wellbeing and emotional resilience of the children within the school. To foster strong relationships with parents and carers, providing crucial early intervention and support to enhance both their engagement with the school and their children's learning journey.

Some pupils may present with a varying range of needs, including social and emotional issues, learning difficulties, mental health problems and associated conditions. Using a nurturing approach, you would look to put in place support systems that improve the outcomes for all children.

Key Duties and Responsibilities

Safeguarding

- Ensure that all relevant Safeguarding training is completed and renewed as necessary.
- Liaise with the school's Designated Safeguarding Lead to ensure that the child's welfare is paramount and that any necessary action is taken at the earliest opportunity.
- Liaise with the Pastoral Leader regarding referrals to Children's Social Care.
- Routine liaison with agencies, referring any queries / issues onto the Pastoral Leader / Inclusion Leader / appropriate senior leader, 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 the Pastoral Lead.
- Support the Pastoral Leader to ensure that best practice safeguarding procedures are in place for the whole school community.
- Maintain accurate records and ensure effective information sharing within the school.
- Where children leave the school (including in year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE, ensuring secure transit and confirmation of receipt obtained.
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place.

Family Liaison and Support

- Build and foster positive relationships with families, encouraging open communication between home and school.
- Promote parental involvement through school activities and by delivering family-focused initiatives.
- Offer advice and guidance to empower parents and carers in their parenting roles.

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- Remain up-to-date with the range of agencies working locally in order to maintain knowledge of available services for parents.
- Signpost and refer families to relevant community resources and external agencies. Share valuable information on childcare, parenting skills, and child well-being, including emotional needs, discipline, healthy eating, and attendance.
- Encourage good communication between parents and teachers in the first instance regarding any issues involving children.
- Attend Local FLO Network Meetings.
- Continue to support vulnerable families that have been part of the Early Help or Social Services process.
- Contribute to action plans / personal support plans and provide individual casework support in collaboration with SLT.

Staff and Child Wellbeing

- Assist with monitoring the wellbeing of children and staff groups and individuals.
- Liaise with the Pastoral Leader regarding any concerns over staff and child wellbeing.
- Ensure up-to-date literature is available for staff, parents and children regarding external services, such as counselling. Provide informal wellbeing support and signpost them to other agencies as necessary.
- Work collaboratively with teachers to ensure effective dialogue about pupil progress and wellbeing.
- Procure enriching and targeted workshops for small groups or individuals via outside services, this may be through charitable organisations or government funded initiatives.

Attendance

- Work alongside the Attendance and Admissions Officer to ensure that absence trends are identified early in order for support to be implemented.
- Work with families to address attendance concerns and implement effective strategies to improve children's attendance and punctuality.
- Hold meetings twice per term with the Attendance and Admissions Officer to identify families that have low attendance or high levels of persistent absence and arrange further support when required.
- Support the Attendance and Admissions Officer with referrals to the Attendance Service.

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General

- Undertake all administrative tasks associated with family support and wellbeing, maintaining accurate records and sharing information with colleagues appropriately.
- 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 staff, 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 and how they impact of pupils, staff and visitors to the school.
- Maintain confidentiality and discretion in all aspects of work.
- Undergo training that provides the knowledge and skills to meet the expectations of the role, this may include, but is not limited to, safeguarding, completing assessments or expectations set out in KCSIE.

This job description may be amended at any time in consultation with the postholder.

Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children. Any appointment will be subject to a satisfactory enhanced DBS, barred list check and references.

Harrietsham Church of England Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Headteacher: _____

Date: _____

Postholder: _____

Date: _____