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|  | **Family Liaison Officer** |
| Role Title | Family Liaison Officer |
| Job Purpose- general | * The role of the Family Liaison Officer (FLO) is to help the school build positive relationships with students and their families, and, where necessary, other agencies. They collaborate with families to promote student wellbeing and good attendance. The FLO will work with families to remove barriers to learning and good attendance – this may involve home visits where necessary. The FLO will also work closet with the DSL and ADSL to ensure that students’ safeguarding is given due care and consideration, particularly where students are absent.

*In common with all staff:** Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct.
* To participate in meetings, training other staff development and CPD activities and performance development as required.
* To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.

*Liaising with:** Raising Standards Leader: Attendance, the Attendance Officer, DSL, ADSL, Heads of Year, Year Managers, all teaching staff.
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| Job Purpose - specific | * Set aside time each afternoon to make phone calls to parents of absent students who have not informed us of why they are not in school
* Attend all relevant meetings
* Complete associated administrative tasks, such as writing up case notes and maintain careful records of actions
* Take supportive/remedial action in respect of individuals with poor absence and liaise closely with other staff in the Attendance team over actions taken
* Advise and assist parents and students to reduce absenteeism, including assisting identifying problems of which a student’s irregular attendance ma be a symptom
* Work directly with families in the community within their homes if required, in order to promote, strengthen and develop positive home/school relationships.
* Promote an atmosphere in which parents/carers are encouraged to take responsibility for meeting the needs of their children
* Be aware of the potential safeguarding risks associated with absenteeism and work closely with the DSL and ADSL to ensure absent students are safe.
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| Line Manager | *Accountable to/line managed by:*Raising Standards Leader: Attendance |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Sandwich Technology Support Staff Band 5, 37 hours per week, term time only. |
| Name |  |
| Signature |  |
| Date |  |