

FOUNDED 1789



'Learning for life with God as our guide'

St Mary's C of E (Aided) Primary School

Job description for Family Liaison Officer

Job Title:	Family Liaison Officer
Reporting to:	Head of School/Executive Headteacher
Pay Scale:	Kent Scheme D (£26,393) Prorated to 37.5 hours per week (Monday to Friday 8am-4pm) Term Time only plus 5 INSET days.

Purpose of the Job:

The School Family Liaison Officer (FLO) works in partnership with families, parent/carers, pupils and staff to enable all pupils, particularly the most disadvantaged, to overcome barriers to learning and participation.

The School FLO assists in tackling underachievement by working closely with families, in a non-judgemental way, to promote engagement with the school community.

The School FLO empowers parent/carers by helping them to develop parenting skills in order to enhance their child's social and emotional development and their ability to learn and thrive.

The School FLO works closely with the Senior Leadership Team to identify needs and then plan, implement, oversee and review provision for children and families, focusing on preventative and early intervention activities where possible.

The FLO is a Deputy Designated Safeguarding Lead (DSL) and works within the school's safeguarding team. In this role the FLO will take a lead in reviewing and responding to daily safeguarding/wellbeing matters, will attend meetings with outside agencies such as Social Services and Early Help, will work with parent/carers and may undertake direct work with children.

Main responsibilities:

1. To establish and foster good relationships with parents and carers of children at the school and encourage good home/school communication.
2. To share the school's commitment to safeguarding; promoting the welfare of all children.

3. To undertake an active role in promoting liaison with statutory teams and agencies as appropriate.
4. To support parent/carers of children with early signs of social, emotional, health or behavioural issues and to work with them, school staff and other support agencies to prevent potential barriers to learning. This to include giving advice on childcare and parenting skills, including how to meet the emotional needs of children through play, setting boundaries, consistent discipline, healthy eating and good school attendance.
5. To be a point of contact for parents who require support with eg applications for secondary school places, free school meals, foodbank vouchers etc
6. To undertake the role of Deputy Designated Safeguarding Lead (DSL), working with the School's safeguarding team to ensure that children's welfare is paramount and any action needed is taken at the earliest opportunity.
7. To work effectively as part of the staff team, helping to establish and follow school policies and procedures.
8. To lead regular parenting groups/coffee mornings/toddler groups.
9. To work with parents and families, signposting them to relevant agencies when necessary.
10. To take a lead in completion of Requests for Support through the Integrated Front Door system used in Kent and to lead on the follow-up work, including attending meetings and working with the child, family and outside agencies.
11. To review weekly analysis of attendance data, including punctuality, and then work with families to identify why children are not achieving good attendance and assist in the implementation of measure to address this.
12. To maintain appropriate records of contact with families and other agencies, maintaining confidentiality and data protection.
13. To participate in training, other learning activities and professional development as required.
14. To carry out tasks as reasonably requested by the Headteacher.
15. To lead and oversee Breakfast club provision.

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Person Specification for Family Liaison Officer

Attributes	Essential Criteria	Desirable Criteria
Qualifications:	<ul style="list-style-type: none"> GCSE or equivalent in English and mathematics – Grade C/4 or above 	<ul style="list-style-type: none"> Relevant childcare, education, social care or health qualification to at least NVQ Level 2 or equivalent.
Experience	<ul style="list-style-type: none"> Prior or current experience of working with children and families in a professional capacity within the public, private or voluntary sector. 	<ul style="list-style-type: none"> Experience in community work, counselling skills, or similar Experience of working in a school setting
Knowledge	<ul style="list-style-type: none"> Up to date knowledge of safeguarding policies and procedures; demonstrating an understanding of confidentiality and safeguarding issues in a school setting. Understanding of child development and children's needs. Knowledge of the parenting needs of children. Understanding of equal opportunities and anti-discriminatory practice. 	<ul style="list-style-type: none"> Knowledge of the benefits system. Knowledge of the area and local services. Broad knowledge – and/or the ability to source the information - of the primary school curriculum and assessment requirements. Knowledge of school attendance policies and procedures
Skills and abilities	<ul style="list-style-type: none"> An enjoyment and liking for pupils, people, schools, learning and families. Ability to embed the vision and values of the school within daily practice. Ability to work flexibly and supportively with children, families, teachers and other professionals, this to include having challenging conversations and holding appropriate parties to account. Ability to identify potential Child Protection and/or Safeguarding issues and follow the school's policies. Have a warm, responsive yet professional approach to working with children and families. Excellent communication skills, both verbal and written. Willingness to work collaboratively as part of a team. 	<ul style="list-style-type: none"> Experience of using CPOMS and SIMs. Experience in facilitating parenting groups.

	<ul style="list-style-type: none"> • Ability to deal with difficult/sensitive situations. • Ability to keep clear, accurate records whilst maintaining confidentiality, where appropriate. • Ability to present to groups – adults and/or children. • Ability to use ICT effectively for recording, monitoring and reporting. • Flexible – happy to support other school staff when and if required. 	
Other Requirements	<ul style="list-style-type: none"> • A strong commitment to inclusion. • Ability to work well under pressure. • Good time management and organisational skills and the ability to prioritise and plan time effectively. • Confident, assertive and able to thrive in a challenging environment. • Ability to independently plan, manage and drive own workload. • Ability to organise events where required. • Sympathetic, reflective and resilient. • Emotionally intelligent. • Commitment to ongoing professional development. 	