



## St.Mildred's Primary Infant School

### Family Liaison Officer Job Description

<b>Job Title</b>	Family Liaison Officer
<b>Responsible to</b>	Executive Headteacher and Heads of School
<b>Job Purpose</b>	The successful candidate will be expected to engage with families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils. To liaise with and undertake referrals to other agencies as appropriate. To investigate concerns raised by parents, pupils and teachers as agreed by SLT.
<b>Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Establish and foster good relationships with families of children at the school, encouraging good home/school communication.</li> <li>• Promote the self-esteem of parents/carers to help them to maximise their own personal and interpersonal skills, which will enable them to respond to family needs by communicating openly and providing good parenting.</li> <li>• Share information on practical childcare and parenting skills, including how to meet the emotional needs of children (e.g. sleep routines, managing behaviour, healthy eating)</li> <li>• Work with Attendance Officer and Head of School to identify why children are not achieving good attendance and punctuality and assist in the implementation of measures to address this.</li> <li>• To support the Attendance Officer at meetings with parents to discuss attendance concerns, taking follow up actions as agreed when necessary.</li> <li>• Encourage parental involvement in the school, and deliver a range of family related activities to build connections and support networks.</li> <li>• To signpost families to sources of advice and guidance within the local community and via other agencies.</li> <li>• To liaise with other agencies supporting families and assist with referrals as appropriate.</li> <li>• To maintain accurate and timely records, and share information with colleagues/agencies as required.</li> <li>• Be an active member of the welfare/Thrive team.</li> <li>• Work in partnership with the SENCO to support families of children with SEND.</li> <li>• Network with other local school FLOs to promote best practice.</li> <li>• Liaise with the school's Designated Safeguarding Lead (DSL) to ensure that the child's welfare is paramount and any necessary action is undertaken, at the earliest opportunity.</li> <li>• To work and support children on a 1:1 basis to support their</li> </ul>

	<p>emotional wellbeing.</p> <ul style="list-style-type: none"> <li>• Liaise with families, to write care plans for children who require them. Share information with staff teams.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Present the school in a positive way in the community.</li> <li>• Respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.</li> <li>• Support the aims ethos and values of the school. Showing respect for self, each other and the environment.</li> <li>• Promote equality for all individuals and families.</li> <li>• Set a good example in terms of punctuality, attendance and behaviour.</li> <li>• Attend team and staff meetings during working hours as required.</li> <li>• Regularly check email for correspondence.</li> <li>• Supporting pupils during lunchtimes and playtimes.</li> <li>• Undertake professional development and training opportunities to secure own working knowledge of new initiative and practice.</li> <li>• Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, responding to an appropriate person.</li> </ul>



## Family Liaison Officer Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Knowledge and skills equivalent to national qualifications level 3</li> <li>- Willingness to undertake further training</li> </ul>	<ul style="list-style-type: none"> <li>- Counselling skills</li> <li>- Play therapy training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Previous experience of working with children and families in public, private or voluntary sector.</li> <li>- Experience of facilitating groups</li> <li>- Experience of working within a multi-agency environment</li> </ul>	<ul style="list-style-type: none"> <li>- Working in a school environment</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>- Excellent communication, listening and observation skills.</li> <li>- Ability to deal with difficult/sensitive situations.</li> <li>- Ability to manage confidential information</li> <li>- Organisational abilities and accurate record keeping skills</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience with interagency working (health/social services)</li> </ul>

	<ul style="list-style-type: none"> <li>- Ability to facilitate parenting skills.</li> <li>- Good interpersonal skills</li> <li>- Good teamwork skills</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Sound knowledge and understanding of child growth and development</li> <li>- Knowledge of the parenting needs of children</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of the working practices and referral processes of relevant external agencies</li> <li>- Knowledge of ACEs (Adverse, Childhood Events) and the impact of these on children.</li> <li>- Resources and support within the area</li> </ul>