**PARKSIDE COMMUNITY PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Job Description:**

* To engage with parents, carers and families to provide early intervention, support and guidance to increase engagement with the school to 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 the Head Teacher.

**Main Duties and Responsibilities:**

* Establish and foster good relationship with parents/carers of children at the school and encourage good home/school communication.
* Encourage parental involvement in the school and its activities.
* 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 enough parenting.
* Share information on practical childcare and parenting skills, including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline).
* To signpost families to sources of advice and undertake referrals to other agencies as appropriate as directed by the Headteacher.
* To work with parents/carers and other stakeholders to identify why children are not achieving good attendance and assist in the implementation of measures to address this
* Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising clients’ rights and choice and respecting personal beliefs and identity.
* Liaise with members of school staff regarding families/children as necessary and with parent carer consent.
* To encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
* To be an active part of the School Inclusion Team
* Attend CPD and staff meetings to continue own professional training and development as targeted through the appraisal process.
* Liaise with the school’s Designated Child Protection Co-ordinators (DCPC) and be part of any actions necessary.
* Liaise with Family Liaison Officers in other schools and GELA.

**General:**

* Attend relevant training as and when required
* Liaise with members of school staff regarding families/children as necessary and with parent/carer consent
* Attend FLO networking groups regularly
* Liaise with other FLOs as appropriate
* Liaise with school Welfare Officer
* Follow the school’s safeguarding and child protection policy and procedures.
* Support the aims and ethos of the school, showing respect for self, each other and the environment.
* Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing ensuring confidentiality is maintained at all times.  Present the school in a positive way in the community.
* Set a good example in terms of dress, punctuality, attendance and behaviour.
* Attend team and staff meetings.
* Undertake professional duties that may be reasonably assigned by the Line Manager/Headteacher.
* Undertake training opportunities to securing own working knowledge of new initiatives and practice
* Take appropriate responsibility for one’s own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies.
* Work towards targets set in consultation with Appraiser as part of the appraisal process

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**