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

**School: Sunny Bank Primary School**

**Grade: Kent Range 5**

**Responsible to: Line Manager**

**Purpose of the Job:**

To engage with parents, carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils.

**Key duties and responsibilities:**

1. Establish and foster good relationships with parents and carers of children at the school and encourage good home/school communication.
2. Be responsible for monitoring the attendance of children and liaise with the School Liaison Officer and Senior Leadership Team to help improve attendance and punctuality.
3. To work with parents and carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this.
4. Liaise with teachers and encourage effective dialogue between parents, carers and teachers regarding their child’s progress and needs.
5. Provide advice and guidance to parents, carers to reinforce their self esteem and ability to provide good parenting.
6. Share information on practical childcare and parenting skills,including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.
7. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school.
8. To signpost families to sources of advice and guidance within the local community and via other agencies.
9. To liaise with other agencies supporting families and assist with referrals as appropriate.
10. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
11. Liaise with the school’s Designated Safeguarding Lead to ensure that the child’s welfare is paramount and any necessary action is taken at the earliest opportunity. This may be a difficult conversation with a parent or carer, a referral to the Children’s Service Integrated Front Door or inviting parents or carers in for meetings
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post