**JOB DESCRIPTION for Family Liaison Officer**

**Name : -**

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| **School: Kennington CofE Academy** | **Location: Ashford, Kent** |
| **Job title:** FLO | **Salary range: KR5** |
| **Start Date:** September 2019 | **Subject Leadership:** Plan workshops with subject leaders. |
| **Hours of Work:** 37 hours per week, 39 weeks per annum Hours of work to be flexible to meet the needs of school and include learning conferences etc. |

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the Kent Staff document and within the range of duties set out in that document.

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| **Job Purpose** |
| To provide information, advice and education service to parents of children attending the school. To investigate concerns raised by parents, pupils and teachers as agreed with the Head Teacher.To carry out professional duties and support staff across the school. To promote the aims and objectives of the school and maintain its philosophy of education.To support the understanding and development of Restorative Justice.To give priority to those who need the most help, especially those experiencing multiple disadvantages. The variety of issues covered is vast, ranging from punctuality, absence, bullying, challenging behaviour and abuse to working with able and gifted pupils who are experiencing difficulties. |

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| **Main duties and responsibilities** |
| * To work closely with the Assistant Headteachers to involve and support families where necessary, including completion of EH notifications and attendance at meetings;
* To work with the Office Administration team to monitor attendance and punctuality of pupils, taking action to support families where appropriate, including home visits for absent pupils with attendance of less than 90%;
* To liaise with parents to discuss support and provide workshops for parents at school, running group session in conjunction with other staff;
* To provide parents with information on learning strategies and parenting skills in conjunction with SLT through conversations, workshops and information booklets;
* To be a part of the Safeguarding team;
* To lead restorative justice within the school alongside the Assistant Headteacher
* To establish and foster good relationship with parents/carers of children at the school.
* To encourage and monitor parental involvement in the school and its activities. Initiate new activities and engagement to support learning. Lead a variety of workshops throughout the year.
* To create links with parents/carers to help them to maximise their own skills to develop their child’s learning. Support them to respond to children’s needs by communicating openly and providing good parenting skills.
* To discuss with parents and support when appropriate information on practical childcare and parenting skills, including how to meet the emotional needs of children (e.g. setting boundaries, consistent discipline and following school policies). Including uniform policy.
* To support children and families with regard to personal difficulties including the early intervention process and signpost as appropriate. Ensure this is followed up in a timely manner.
* To promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising parents’ rights and choices whilst promoting the school.
* To respect personal beliefs and identity.
* To liaise with and work alongside members of school staff with regard to families/children as necessary and with parent carer consent.
* To attend support and staff meetings as directed and pro-actively update CPD as necessary and as targeted through appraisal.
* To complete quarterly monitoring and reports as required, including termly reports to Governors.
* To liaise with staff with similar roles in other schools.
* To be a representative of Kennington CofE Academy adhering to all policies, including codes of confidentiality.
* To visit families in their homes when appropriate, requesting support from other staff for your own protection.
* To be actively involved in play at break and lunchtimes, training children to be buddies;
* To develop and maintain schools use of social media.
* To support the PTFA in events and activities – sometimes in your own time.
* To uphold the school ethos and abide by school policy guidance being a positive representative of the school team at all times.
* To ensure that first aid is delivered through implementing policies and practices which reflect the school’s expectations and that first aid practice is up to date.
* To support embedding Christian Vision and Values.
* Any other duties requested by the Headteacher.
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An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.

Staff signature ………………………………… Date

Appraiser’s signature……………………………Date

Headteacher’s signature ……………………… Date

