

# Kingsnorth & Brenzett Church of England Primary Schools



## Job Description

<b>Post:</b>	FLO (Family Liaison Officer)
<b>Pay Scale:</b>	KR5 (£18,704 - £20,121)
<b>Hours:</b>	37 hours per week
<b>Responsible to:</b>	Head of School / SLT / Office Manager
<b>Liaison with:</b>	School Staff, pupils and parents Lunchtime Supervisors
<b>Job Purpose:</b>	<p>The role of the FLO is to assist in tackling underachievement by working in partnership with families, parents, carers and pupils in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning and participation.</p> <p>The FLO works directly with parents in a non-judgemental way, empowering them and their families to get the most out of the educational opportunities available.</p> <p>FLOs will focus on work on preventative and early intervention activities. Including ensuring good attendance of all pupils.</p> <p>To work as a member of the Pastoral team, alongside the designated Child Protection Officers, and to be fully aware of Child Protection issues.</p> <p>To keep staff fully informed of any issues that may affect children in their care.</p>

### Attendance / Admissions

- Twice daily checking, entering of amendments and monitoring of attendance across the school.
  - Identifying children/families having difficulty attending school, this will include lateness and persistent absentees and getting to the source of any problem and working on strategies with the child and parent to improve attendance.
- Upload and download CTF files (secure transfer of data) to/from schools as children enter/depart school, followed by the paper personal file and passing to class teacher for information
- To maintain the schools waiting lists. This maintaining class numbers for the effective education of all children at Kingsnorth and to ensure maximum funding for the school at all times
  - To make home visits and meet with children and their families including with the new Year R process in September - if required.
  - Co-ordinate the induction process for the new Yr R intake, with the assistance and support of the Office Manager, Office Administrator and EYFS Team.
  - Creating an open evening in October/November and tours of the school for prospective Year R.
  - To process the ranking of pupils requesting year R places to the DFE
  - To monitor that parents accept/reject year R places in good time ensuring the correct supporting documents, collating and checking admissions information from parents

### Parent/Child Support

- Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication
- Provide advice and guidance to parents / carers to reinforce their self esteem and ability to provide good parenting.
- Sharing information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance
- Assist with pupil transition applications
- To devise, lead and run courses and workshops across the school as the need arises, possibly working with and offering courses with other schools in the area/trust.
- To support at Parent/Teacher Interviews, New Year R Parent Information Evenings and other events as required which may be out of school hours

## **Behaviour**

- To take the lead on pupil behaviour following school procedures, including support at break and lunch times.
- Working with classroom staff, parents and children to have support and a structure in place to deal with behaviour issues as they arise.

## **Safeguarding**

- To work with the SLT to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning
- To monitor 'My Concern' and act on information accordingly (training will be provided)
- Train and act as DSL in the absence of other DSLs (Designated Safeguarding Lead)
- To liaise with other agencies supporting families and to write and process referrals as appropriate
- To maintain accurate records and share information with colleagues as appropriate and refer on as required
- To be able to use own initiative to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity

## **Principle Accountabilities**

- To fully engage with the Coaching into Appraisal (CiA) process for performance review
- Be prepared to undertake any additional training needed to fulfil the role within the school
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- May on occasion be asked to assist with issues at Brenzett Primary School

## **Scope for Impact**

- The postholder plays a critical role in the day to day running of the school. Whilst the role of FLO is important, the key area of impact is in the readiness for children to be able to learn
- All members of staff are expected to assist with keeping themselves and others safe. All staff have a responsibility to report any hazards and raise management's awareness of any Health and Safety issues

## **Job Context**

- This post operates within the Kingsnorth CE Primary School. The postholder has contact with numerous outside organisations, including Aquila, Social Services, Early Intervention Support, LA and any other agencies, charities or organisations needed to support children or families. Contact would be both written and verbal.
- The postholder will operate within the general policies of the school. Specifically, policies relating to Safeguarding, Behaviour, Admissions, Child Protection and Confidentiality.

As a member of staff at Kingsnorth CE Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality pastoral care of the children in their charge.

However, the job description of the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

**This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the job holder.**

Signed: \_\_\_\_\_ (Post holder)

Signed: \_\_\_\_\_ (SLT)

Date: \_\_\_\_\_

Date: \_\_\_\_\_