

Canterbury Road Primary School

Job description for Family Liaison Officer

September 2020

Values and qualities

- To be a positive role model in all aspects of school life.
- To promote and uphold all school policies and values.
- To be flexible and adaptable to meet the day to day needs of the children and families.
- To have regard to, and maintain confidentiality in all aspects of school life.
- To work on own initiative and organise time effectively
- To be proactive in the establishment and maintenance of multi-agency working.

Main purpose of the role:

To support and empower parents.

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.

To support parents, carers and families in order that the children are settled, safe and happy and make good progress at school.

Key duties and responsibilities:

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home / school communication.
2. Liaise with teachers and encourage effective dialogue between parents / carers and teachers regarding their child's progress.
3. To liaise with SENCO and other school staff over the wellbeing of children and raise concerns with headteacher.
4. Provide advice and guidance to parents / carers to reinforce their self esteem and ability to provide good parenting.
5. Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance etc.
6. To work with parents / carers to identify why children are not achieving good attendance and assist in the implementation of measure to address this. To attend meetings with the admin assistant and EWO and support families as needed. To refer to EH as required.
7. To work with the Headteacher / SENCo etc. 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.
8. Encourage parental involvement in the school and its activities by encouraging specific individuals, publicising events with known families etc.
9. To organise and monitor a range of family related activities and education to promote parental involvement in the school.
10. To organise and run a weekly parent/toddler group.
11. To signpost families to sources of advice and guidance within the local community and via other agencies.

12. To proactively engage and liaise with agencies (e.g. Project Salus, Play Therapist, Social Services, Adult Education) and keep headteacher up to date with issues/ progress/ concerns /referrals.
13. To proactively seek, manage and liaise with Adult Education providers to provide educational opportunities for the school community.
14. To liaise with other agencies regarding support, education, housing etc. To support families at meetings with agencies including attendance at meetings after discussion with the headteacher.
15. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
16. To be a DSL and ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity. To inform headteacher of any CP issues immediately (same day) as they are raised. To challenge and support families. To refer, record and manage process including attending meetings.
17. To manage the Early Help process in school including - make referrals, organise and attend meetings as required.
18. To attend training as requested by headteacher.
19. To attend meetings as requested by the headteacher.
20. To attend school trips as requested by the headteacher.
21. To attend regular support/network meetings with other FLOs and attend supervision. To make links with other FLOs and share good practice.
22. To keep Young Carer's register up to date and liaise with YC to ensure children and families are supported.
23. To undertake any task reasonably requested by the headteacher.
24. To organise and run the one week summer club during school holidays.

Signed

Headteacher

Date

FLO

Date