

Job Description

- Job Title :** Family Liaison Officer (FLO)
- Hours :** 37 hours per week (8am – 4pm Monday – Thursday and 8am – 3.30pm Friday) inclusive of a 30 minute lunch break
- Full time contract – 25 days annual leave plus public holidays. It is a condition of the contract that annual leave may not be taken during term time
- Grade:** Kent Range 7 (currently £22,581 - £25,564 pa)
- Responsible to :** Senior Assistant Headteacher

Role Purpose :

- To ensure that The Maplesden Noakes school is a place where children thrive and learning matters by upholding and modelling the school's values in all aspects of the role.
- Maplesden Noakes is a HPL school where we believe that all students, regardless of prior attainment are capable of achieving at the very highest level.
- In order for children to flourish they should first be supported and enabled to develop self-esteem, self-respect and self-confidence.
- Through nurture and care, coupled with the experience of committed teachers and support staff, children will be able to be fully engaged in their learning and achieve their potential.
- **The Family Liaison Officer will focus their work on preventative and early intervention activities, assist in tackling underachievement by developing strong relationships with parents, carers and children in school and working in collaboration with them to enable all children to have full access to educational opportunities and help them to overcome barriers to learning and raise their aspirations.**

Main Duties:

- Establish positive relationships with children and their families.
- Develop and enhance parental engagement with the school and other agencies, look for innovative ways to achieve this goal
- Take a holistic approach to education and reflect the importance of emotional well-being as central to the developmental and mental health needs of all children in their daily practice.
- Support parents of children with early signs of social, emotional, health or behavioural issues and work with them, school staff and other support agencies to prevent potential barriers to learning.
- Work with families to develop parenting skills and promote children's wellbeing, emotional and social development
- On receipt of referrals from parents and the school talk with children experiencing difficulties and liaise with families and the school as necessary to reflect the concerns of the child.
- Ensure opportunities for all families to develop their understanding and knowledge of their child's learning needs and development.
- Encourage good relations and effective communication between families and teachers about children's progress
- Work alongside AEN, the Pastoral Team, teachers, parents and children to support individual children's learning to prevent barriers to learning – working together to set clear and measurable targets to enable engagement and progress. Targets will be reviewed with all stakeholders present at set times.

- Take a lead at planning, implementing and overseeing bespoke interventions to meet the needs of individual students and their families to improve outcomes.
- Take the lead in preparing assessments and other relevant reports and lead necessary meetings with all stakeholders including the Pastoral Team and SENCo.
- Carry out weekly analysis of attendance data with particular reference to Priority Students children and work with families and teachers to overcome any potential barriers to learning.
- Identify with parents' reasons for their children's non-attendance. Ascertain the probable causes of the absences and implement strategies/action plans to resolve the situation – working closely with The Pastoral Team, teachers, the child and the child's family.
- Track persistent absence, and work in partnership with the Attendance Officer and the Pastoral Team to signpost families to additional support.
- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance and punctuality.
- Maintain appropriate and confidential written records.
- Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families.
- Conduct reviews and assessments of all work being carried out and report to the Senior Assistant Head Teacher as per calendar.
- To work with small individual children or small groups for the purpose of nurture work.
- Share with the Safeguarding Team any safeguarding/child protection concerns and maintain confidentiality.

General:

- Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Senior Assistant Headteacher
- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.
- Carry out other tasks as reasonably requested by the Senior Leadership Team.

Person Specification :

	CRITERIA	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths – Grade C/4 or above • A Levels/degree 	✓	✓
EXPERIENCE	<ul style="list-style-type: none"> • Extensive prior or current experience working with children and their families/carers in a professional capacity 	✓	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills and team work skills • Work well under pressure-good time management skills and able to plan time effectively • Sympathetic and reflective • Confident, assertive and able to thrive in a challenging environment • Emotionally intelligent • Excellent communication skills both verbal and written and being able to link these 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	

	<ul style="list-style-type: none"> to the needs of the family • Resilient ✓ • Problem solver, innovative and able to develop creative solutions ✓ • An enjoyment and liking for pupils, people, schools, learning and families ✓ • able to work with families with a range of needs in challenging circumstances ✓ • Ability to build positive and productive relationships with families where you are able to have challenging conversations and hold appropriate parties to account ✓ • Ability to identify potential Child Protection and/or Safeguarding issues and follow the school's policies ✓ • A strong commitment to inclusion ✓ • Excellent record keeping and administrative skills ✓ • Able to use CPOMS ✓ • Able to work independently and proactively. ✓ • Able to prioritise and organise workload as required. ✓ • Flexible, happy to support other school staff when and if required. ✓ • Able to support out of hours events such as parents evenings, information evenings. ✓ • Able to present to small groups both adults and children. ✓ • Able to analyse data to help target specific families. ✓ • Able to organise events where required. ✓ 		
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of school attendance guidance. ✓ • Knowledge of educational provision at K/S 3 and K/S 4 ✓ • Understanding of Keeping Children Safe in Education (KCSIE) ✓ • An understanding of the impact of discrimination on the lives of socially excluded families, including those from minority ethnic communities ✓ 		✓

	<p>and diverse backgrounds</p> <ul style="list-style-type: none"> • Knowledge of 3rd party services which can support children and their families and how to access these services. • Knowledge of mental health services open to young people and their families • Knowledge of Early Help and Social services provision for families. • Knowledge of child development and impact of Adverse Childhood experiences. • Working Knowledge of SEN 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
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This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.