



## Job Description Family Liaison Officer (FLO) – KR6

Post Holder:		
<i>The description of the duties, responsibilities and accountabilities for the post of Family Liaison Officer (KR6) at Holy Trinity &amp; St John's CEP School have been set out in this job description.</i>		
Responsibility Areas	Family Liaison Officer – FLO (KR6)	
Accountabilities	A	Generic duties relevant to all members of staff
	B	Undertaking responsibilities as a Family Liaison Officer
Accountable to	Inclusion Leader Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		<i>Headteacher</i>

### **A - General duties relevant to all members of staff**

To promote the mission, vision and aims of Holy Trinity & St John's CEP School to ensure that each child achieves their full potential

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and contribute positively to your own appraisal, and line management. Undertake specific tasks reasonably delegated by the Headteacher.

### **Use of ICT**

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

### **Health and Safety**

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

### **Safeguarding**

Holy Trinity & St John's CEP School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children, young people and adults and are to follow the safeguarding procedures adopted by Holy Trinity & St John's CEP School. Any safeguarding issues must be acted upon immediately by informing a Designated Safeguarding Lead (DSL).



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### **B: Undertaking responsibilities as a FLO**

To work under the direction and guidance of the Headteacher, Inclusion Leader and Leadership Team to assist in the educational and social development of individual pupils, ensuring pupil welfare and progression.

To work within the general aims and of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies. To make full use of Performance Appraisal opportunities

The FLO will focus their work on preventative and early intervention activities. Provide support, information and education service to children and their families attending the school and investigate concerns raised by parents, pupils and staff. The key to this role is that the needs of the child are paramount. At the same time the FLO will be an advocate for the community by building relationships with families who would otherwise not approach statutory service providers.

Establish and foster good relationships with the parents/carers of children at Holy Trinity and St John CEP School.

- Identify and work with those children and families in need of support.
- Encourage parental involvement in the school and its activities.
- Work as part of the Pastoral Support Team, in particularly with the Safeguarding Officer and Minority Ethnic Outreach Officer
- Support children and families with their social, emotional and mental health needs.
- Promote the self-esteem and confidence of parents/carers to help them maximise their own personal and interpersonal skills, to enable them to respond to their family's needs and to provide good parenting.
- Advise on practical child care and parenting skills, including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline).
- Gain an understanding of the range of agencies working locally in order to sign post parents to the relevant help that they may require.
- To lead on the the Early Help Notification (EHN) process, referring and effectively supporting identified families by attending meetings and where relevant to the role, actioning specific outcomes as part of the process.
- Liaising with outside agencies to identify and provide support for children and their families.
- With the attendance officer, identify early and prevent the habit of absences, making informed decisions on the welfare of children. Work with parents to identify why their children are not achieving full attendance. Assist in the implementation of plans/action to resolve the situation, with the SLO if required.
- Contact parents and go with the Attendance Officer on home visits if need be.
- Liaise with members of school staff regarding families/children as necessary
- Encourage and support good relations and effective dialogue between parents and teachers about children's progress and be available at parent consultations as necessary.
- Keep accurate and confidential records.
- Attend supervision, network meetings and liaise regularly with colleagues and FLOs in other schools. Continue your own professional development through such meetings and training.
- Attend relevant staff/TA meetings to ensure that you are involved in whole school decisions and information gathering.
- To be part of the school safeguarding team, liaising with the Safeguarding Officer to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity in consultation with a DSL and other professionals/external agencies as appropriate.



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### **Duties and Responsibilities:**

#### **Support for record keeping and resources:**

Maintain accurate records and ensure that all documentation of interventions is recorded and filed appropriately (especially matters of confidentiality and Safeguarding).

Be aware of and comply with policies and procedures relation to GDPR, safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

#### **Care and support of the pupils:**

To assist in the support and inclusion of all pupils.

Support pupils with emotional and/or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

To have responsibility for specific pupils during break and lunch times.

To be aware of and observe Health and Safety practices and policies at all times.

#### **Support for colleagues:**

Participate and supervise pupils in the off-site activities as directed by the Headteacher and Inclusion Leader

Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

Liaise with the parents and other agencies as necessary.

To observe strict confidentiality on all matters concerning pupils and school matters.

To keep up communication systems by checking and using school e-mail system.

#### **Supporting your own Professional Development:**

Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including appraisal with line manager.

To review and reflect on your own progress and development.

To be an active participator in the appraisal process

*This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.*