



Brading CE Controlled Primary School **Job Description – Family Liason Officer**

Responsible to: Headteacher

Job Purpose

- To work collaboratively under the direction of the Headteacher, in partnership with other professionals, to offer practical help and emotional support to pupils and families experiencing various problems.
- To support pupils and their families in the school, community and home settings to provide regular ongoing assistance to support inclusion.
- To provide a friendly, approachable and confidential point of contact for families.
- To provide support to staff (including the Headteacher) in the school, particularly when dealing with challenging or vulnerable families.
- To monitor and promote outstanding levels of attendance within the school.
- The Family Liaison Officer will focus their work on preventative and early intervention activities.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Duties and Responsibilities:

3. Give close attention to the early identification and prevention of absence. Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance.
4. Attendance checks to be undertaken daily before 9.30am. Home visit on day three of absence to provide support to the family and school work from the class teachers for the child(ren).
5. Establish and foster good relationships with parents / carers of children at the school.
6. FLO services to be predominantly undertaken within the school, encouraging parental involvement and engagement in the school and its activities.

7. Home visits to be undertaken in exceptional circumstances or as requested by the Headteacher.
8. Promote the self-esteem of parents / carers to help them to maximise their own personal and interpersonal skills, which will enable them to respond to family needs by communicating effectively and providing appropriate parenting. Share information on practical childcare and parenting skills, including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline).
9. Work with parents to identify why their children are experiencing barriers to learning. Ascertain the probable causes and suggest and assist in the implementation of plans / action to resolve the situation, working closely with school staff, the child and the child's family.
10. Support children and families with regard to personal difficulties and signpost to services as appropriate.
11. The ability to support / deliver parenting programmes to enable parents to find new ways of parenting.
12. To provide impartial information or make referrals on behalf of the school to relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others. Keep up-to-date on the range of agencies working locally in order to maintain knowledge of services parents might be signposted to.
13. Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising clients' rights and choice and respecting personal beliefs and identity. Encourage good relations and effective dialogue between parents and teachers about children's progress. Work alongside teachers, teaching assistants and children within the classroom or group setting, as required.
14. Attend weekly Monday morning meetings and all appropriate staff meetings as requested by the Headteacher. Continue own professional training and development as targeted through the appraisal process.
15. Liaise with members of school staff and share information as appropriate regarding families / children as necessary and with parent / carer consent, and to gain any relevant information with regard to new pupils.
16. Liaise and work in partnership with the School's Child Protection Officer and CAF Co-ordinator.

17. Maintain accurate records and all documentation pertaining to meetings / contact with children and young people and their families as appropriate under the FOS and Data Protection Act. Adhere to administrative processes relating to all aspects of work undertaken. To produce reports for reviews and meetings as required.
18. Attend identified meetings with the school CAF Practitioner and CPLOs and support in the delivery of CAF action plans and linked referrals.
19. Liaise with Family Liaison Officers in other schools.
20. Work with individuals or small groups of pupils under the direction of the Headteacher and produce the necessary paperwork required. Promote positive pupil behaviour in line with school policies and help keep pupils on task. Understand and apply school policies in relation to Health, Safety and Welfare.
21. Respect confidentiality at all times.

General:

22. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
23. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
24. To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
25. To administer first aid and medicine to pupils as required and in keeping with the school policy.

Generic quality statement: Brading Primary School expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding – Brading Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety – Brading Primary School has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to Brading's system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given below.. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post.

Signed **Date**

Name

Headteacher