

# The Leathersellers' Federation of Schools: Prendergast Primary School

## Family Liaison Officer

### Salary / Grade

Scale 5 (points 13 - 15)

35 hours per week, 39 weeks per year (term time only + 5 Inset days)

### Purpose of the job

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.

### Reporting to:

Head of School

### Responsible for

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of School.

### Parental Support and Information

**To plan and facilitate specific, often targeted, support for parents, particularly those who are most vulnerable or hard to reach the FLO will:**

- Develop positive relationships, maintain contact with families and carers and facilitate the development of family support for the pupils
- Carrying out EYFS home visits with EYFS teachers and staff to ensure early identification of needs.
- Attending open days and new pupil induction meetings for parents of pupils starting the early years' foundation stage, to ensure early identification of needs.
- Attend termly coffee mornings for all year groups to promote the support on offer to parents, answer questions and identify needs.
- Set up clear systems to record and monitor early concerns.
- Be available to class teachers to discuss concerns about parents or support for parents. Have clear system for recording teachers' concerns. Pass information to teachers about pupils/ parental support, or communicate directly with the family.
- Research the availability of support from outside agencies e.g. more formal parenting sessions, holiday schemes and family learning opportunities (such as ESOL classes, computer literacy etc). Keep a directory and advertise to parents. If none available, then plan and present the course, where appropriate.
- Set up support from above agencies for identified parents.
- Make referrals to outside agencies, including those relating to pupil support and SEN (referrals to these only made in consultation with Inclusion Manager). Keep detailed records of referrals made and file any reports provided by outside agencies.
- Monitor after school club provision and their attendance to ensure they meet the needs of all our parents.
- Liaise with Senior Administrator to identify families who are not claiming free school meal entitlement and assist them with their claim.

## **Encouraging Parental Engagement in Learning**

**To ensure parents are fully engaged in their child's education the FLO will:**

- Support parents in the organisation of specific events with a view to setting up a parents' association / friends of PPS.
- Organise specific clubs/events to bring in harder to reach groups – such as Dads – through the organisation of targeted events and activities, seeking funding where required.
- Support the organisation of educational and well-being parent workshops. Identify parents who do not attend and support them to attend in future.
- Liaise with the Office and Senior Administrator on the organisation of the parent/teacher meetings, making sure interpreters have been arranged and chasing up any parents who have not yet confirmed their attendance.
- Set up meetings with teachers where parents are struggling to support children's learning at home or where there appears to be a breakdown in communication/engagement with the school.
- Organisation of family learning courses, liaising with the senior leadership team and other directorates, seeking funding where required.
- Liaise with families concerning school journey, where needed.

## **School Attendance and Punctuality**

**To ensure the school's attendance and punctuality statistics in line with agreed targets and expectations the FLO will:**

- Be in the playground from 8.30 - 9.00 every morning to be a visible presence to parents, encourage good attendance and punctuality and provide immediate support and advice when necessary.
- Monitor attendance in line with Attendance and Punctuality policy and plan action accordingly (letters to parents, meetings, awards for good attendance/ punctuality).
- Follow up truancy/poor attendance follow-up – including home visits, letters to doctors, referral to school nurse and liaison with local authority regarding court action.
- Analyse attendance figures for school annual data analysis.
- Plan support for parents, where necessary.
- Lead a range of initiatives to ensure the highest attendance figures possible.
- Meet with parents with regard to ongoing late collection of children, where needed.
- Prepare termly and annual LA and DfE attendance returns for the primary phase.
- Preparation of attendance & punctuality information for Governors Reports where requested by the Head of School.

## **Admissions/Transition**

**To ensure smooth transitions into the school for all new pupils the FLO will:**

- Promote the school to prospective parents, providing them with background information on the school, assisting them with the completion of the application forms where necessary for casual admissions to the school (i.e. those outside the usual entry into reception).
- Liaise with the Head of School regarding new applications, securing background information to support applications and liaising with parents/carers to inform them of the progress of their application & the next steps.
- Organise tours/termly events for prospective parents who have completed admission forms, providing them with background information on the school
- Liaise with the Head of School, Phase Leader and SENCo regarding class allocation taking into account any support needs which the family have asked to be considered and also advising them of any concerns which may be relevant which have been noted during the application process

- Set up of meetings for the parents/carers to visit the school, meet with the class teachers and go through the admission forms with the family
- Induct new families on school procedures and timings and produce a welcome pack for new parents, so they have a good understanding of the way the school works
- Show new children around on their first day and work with the class teacher and Assistant Head of School to assign them a mentor to smooth their entrance into the school.
- Keep track of new arrivals and identifying trends within particular groups.
- Ensure all new arrivals procedures are followed.
- Ensuring correct procedures have been followed for managed moves and dual registered pupils
- Work with parents/carers, kitchen staff, Senior Administrator and Assistant Head of School to try to drive take-up of school meals to ensure as many children as possible have a hot, nutritionally balanced meal at lunch time.

## **Support for Pupils**

**To provide support for the most vulnerable pupils in the school the FLO will:**

- Assist SENCo with SEN administration and filing.
- Assist with the completion of referral forms and organisation of visits.
- Record referrals, interventions and support on the MIS system.
- Liaise with parents and outside agencies.
- Assist with provision mapping grids and SEN tracking.
- Prepare SEN reports.
- Dyslexia screening when required.

## **Child Protection**

- Assist as Child Protection deputy.
- Interview parents (where appropriate) regarding concerns.
- Complete CAF forms and liaise with MASH team.
- Liaise with Social Services, police and other agencies on CP issues.
- Attend CP case conferences, presenting reports from class teachers and school concerns.
- Attend CP training and assist with delivering training to other staff.
- Other Inclusion Support.
- Assisting with preparing provision mapping and tracking grids.
- Liaise with Assistant Head of School regarding behaviour monitoring, tracking pupils not attending passport trips, receiving large numbers of detentions etc. Inform staff and attend meetings with parents when necessary, organising support for parents to manage their child's behaviour when appropriate.
- To develop a knowledge and appreciation of the range of activities, courses, organisations and individuals that could be drawn upon to provide extra support for pupils
- To promote the speedy and effective transfer of information from primary to secondary school and other primary schools
- Assist in the playground at some lunchtimes.
- To develop a knowledge and appreciation of the range of activities, courses, organisations and individuals that could be drawn upon to provide extra support for pupils.
- To promote the speedy and effective transfer of information from primary to secondary school and other primary schools.

## **General**

- Attend school events as required.
- To represent the school on the PTA – including occasional evening meetings.
- To support and supervise pupils at lunchtimes and break-times.
- Participate in school emergencies as required, including co-ordinating evacuation arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- Be responsible for the effective management of budgets within her/his remit, securing best value in relation to products and services provided by agencies and other parties.
- Keep up to date with developments and changes in legislation and guidance related to her/his areas of responsibilities, and communicate appropriate information to colleagues.
- Implement appropriate health and safety procedures, in conjunction with relevant staff and members of the SLT.

## **Person Specification:           Family Liaison Officer**

### **Experience**

- Experience of working with parents & children in a multi-cultural environment
- Experience of working in an office

### **Qualifications**

- NVQ3 or equivalent qualification or experience in relevant discipline
- Very good numeracy/literacy skills

### **Knowledge/Skills**

- Ability to work supportively, tactfully and objectively with parents/carers
- Strong telephone and person to person skills
- Ability to develop and maintain constructive relationships and communications with school staff and outside agencies
- Ability to maintain accurate and comprehensive records
- Ability to work on own initiative, showing good judgement on when to involve senior management and other agencies
- Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Good ICT skills
- Understanding of cultural and religious issues which may impact upon child care and education
- Knowledge of local services and support opportunities
- Typing speeds of 35wpm, proficient in the use of word & excel
- Ability to produce and analyse statistical information
- Organised approach to prioritise work and successfully manage time
- Able to organise and contribute to meetings
- To understand the need for and maintain confidentiality
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Additional language

### **Equal Opportunities**

- A commitment to implement the federation's equal opportunities policy
- Awareness of equal opportunities issues