

## **JOB DESCRIPTION**

<b>Job Title:</b>	Family Liaison Officer (FLO)
<b>Salary:</b>	£23,444 to £26,360 (LSEAT H23 to H27)
<b>Hours:</b>	36 hours a week/ 39 weeks per year (TTO)
<b>Responsible to:</b>	Designated Safeguarding Lead
<b>Other Significant Relationships:</b>	Headteacher

London South East Academies Trust is a Multi-Academy Trust, sponsored by London South East Colleges.

The Trust aims to provide outstanding education and training for young people across the region, bringing together specialist provision to provide a real alternative to mainstream education.

### **MAIN PURPOSE OF THE JOB:**

- The post holder will be accountable to the DSL
- To achieve the highest possible levels of attendance and well-being for all pupils at Bromley Beacon Academy.
- To support the Senior Leadership Team in creating lasting improvement in the quality of provision through attendance with professionalism and high expectations.
- To develop systems to ensure all key performance indicators are able to be measured appropriately on a regular basis.

**Chief Executive:** Dr Sam Parrett CBE, FCIPD MSc

London South East Colleges – Bromley Campus, Rookery Lane Bromley BR2 8HE

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## KEY RESPONSIBILITIES OF THE JOB HOLDER:

To contribute to the development and improvement of academy life for all pupils through effective safeguarding procedures.

### Attendance

1. To work in collaboration with SLT on pupil welfare and attendance.
2. To manage and take a lead on all multi agency working concerning pupil welfare within academy, liaising directly with SLT when required.
3. To work with the Attendance Officer to monitor the attendance of all pupils at BBA daily and liaise directly with SLT/ external agencies when required using relevant data to report to key personnel.
4. To support the Attendance Officer in carrying out daily attendance calls, prioritising CLA, CP and CIN pupils.
5. Work with the most troubled families, providing necessary support and guidance and provide pathways to specific multi agency teams.
6. To work with the Designated Safeguarding Leading in monitoring all Safeguarding concerns at BBA on a daily basis, liaising directly with SLT/ external agencies when required. To include attendance at the safeguarding forum each week and providing minutes as required.
7. To be an initial point of contact for safeguarding issues for pupils, parents/ carers, staff and other key stakeholders.
8. To liaise with parents/ carers as point of contact for support/ welfare issues and attendance issues, including CAF and Social Care issues within academy.
9. Advise the SLT/ external agencies on any action that may be required regarding any pupil within BBA.
10. To be available for pupils/ parents/ carers at BBA before and after school each day.

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11. Support induction of new pupils and their parents/ carers, including both academic and SEMH assessments, in conjunction with the therapy team.
12. To attend necessary training to support CPD for their role within the academy.
13. Attending all meetings both BBA and externally.

### **Contacts & Relationships**

1. To work in partnership with a range of agencies and providers as appropriate to deliver an outstanding provision in regards to safeguarding pupil welfare and attendance.
2. To work with the SLT on the BBA development plan and any other academy wide plans as directed.
3. To attend team meetings and participate in activities that support the senior leadership team in the maintenance of discipline and ethos.
4. To assist and support other members of staff to ensure the smooth running of BBA, including involvement in offsite activities.

### **General**

1. To carry out the duties and responsibilities of the post in accordance with BBA policies and relevant to health and safety guidance and legislation.
2. To use IT systems as required to carry out duties of the post in the most effective manner.
3. To participate in performance management and undertake training and professional development as appropriate.
4. To undertake other duties appropriate to the post that may reasonably be required by SLT.
5. To ensure that all services within the areas of responsibility are provided in accordance with BBA commitment to high quality provision.
6. At all times carry out the responsibilities of the post with regard to BBA Equal opportunity policies.
7. Attend school-based meetings and complete relevant administrative tasks.

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8. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of BBA.
9. Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
10. Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

**1. Health and Safety:**

- 1.1 To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with Health & Safety legislation.
- 1.2 To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, positive handling policy, behaviour policy and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 1.3 You will be required to have a valid Enhanced DBS disclosure that will be rechecked every 3 years.

**General:**

The scope of this profile reflects the needs of the Trust at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the Trust change over time.

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**PERSON SPECIFICATION: Family Liaison Officer**

<b>Skills, qualities, experience</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications in safeguarding		/
Experience of leading on attendance within an educational provision		/
Excellent communication skills	√	
Experience of working with young people within a school environment	√	
Ability to interpret data	√	
The ability to take appropriate action with identified poor attending or vulnerable pupils	√	
To be flexible and adaptable	√	
Willingness to undertake training as required to fulfil role	√	
Ability to present to different audiences		/
Ability to promote the ethos of the academy	√	
To be positive and committed to inclusive education	√	
To be a good team player	√	
Competent IT skills	√	
A desire to establish, develop and embed structures, systems and procedure that will create an outstanding academy.	√	
An understanding of national developments in the area of SEMH		/
Ability to build effective working relationships with a range of partners and stakeholders.	√	
Ability to motivate colleagues and learners through a positive and professional attitude	√	
Strong interpersonal skills and an ability to communicate clearly both orally and in writing	√	
Ability to use key aspects of ICT to present data	√	
Ability to prioritise competing demands	√	
Ability to work as part of a team	√	

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