

FAMILY LIAISON OFFICER

Church Lawton
School

Job Pack



FAMILY LIAISON OFFICER

Church Lawton School

Salary: **Actual Salary £12,794** (FTE £26,875)

Basis: 20 hours per week, 45.8 weeks per year

Location: Church Lawton School, Staffs



About Us

Liberty Academy Trust is an education charity established in 2022. Our vision is to create a world that works for autistic children and young people, by providing an exceptional educational offer so that they achieve success now and are well-prepared for adulthood. We work towards this through our core values of courage, determination and teamwork.

We are currently a small Trust of three academies, but we have plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards.

Welcome to our School



Thank you for your interest in this opportunity at Church Lawton School.

We are a happy and inclusive specialist school for autistic children and young people aged 4 to 19. We are committed to nurturing the potential of every Church Lawton student, and to creating a supportive environment where each one can thrive.

In small classes, our specially trained staff help students to develop socially, personally, emotionally and academically. We offer a broad and balanced curriculum, covering all the traditional subjects, alongside music, art and sport, enrichment and activities.

As part of Liberty Academy Trust, we want to challenge any sense that, as a special school, children's aspirations are limited. We believe passionately that autistic young people should be given every opportunity to achieve and each year we support students to take nationally recognised qualifications, while also helping them to develop the skills needed for independent adulthood.

Equity, Diversity, Inclusion and Belonging are at the centre of our School and Trust. We are always seeking to provide the best opportunities for the students and families we serve. Our students and families are at the centre of everything we do, enabled through '*unrelenting positive regard*', which leads us toward strong relationships and the trust to challenge and aspire alongside them.

Paul Scales, Principal

Our **core purpose** is to deliver an exceptional education for our children that meets their **needs, aspirations and interests**; and prepares them well for **adulthood**.



About this Opportunity

We know that candidates, and particularly neurodivergent applicants, value clarity and transparency. This pack is detailed so you can understand the role, expectations and culture before applying. Please don't be put off if it feels thorough; it's designed to support you, not overwhelm you.

As Family Liaison Officer (FLO), you will hold a key position within the school, responsible for overseeing family liaison and ensuring strong, positive relationships between home and school, while also supporting the school's safeguarding culture.

We are seeking a compassionate, organised and proactive Family Liaison Officer, who will also be part of the safeguarding team, working alongside the Designated Safeguarding Lead (DSL) and take on the role of Deputy Designated Safeguarding Lead (DDSL) alongside other Deputy designated leads in the safeguarding team.

You'll have proven ability in a busy role with responsibility for developing and maintaining multiple processes, ideally gained in a schools-based environment; a good standard of general education including 5 GCSE's or equivalent (Graded 4/C or above) including Maths and English along with excellent people skills and the ability to work effectively and empathically with students and families.

The 20 hours per week will be worked from 8.30am to 12.30pm, Monday to Friday.

Our success depends on our skilled and dedicated staff. We are a values-driven organisation with a focus on wellbeing and opportunities for flexible working. We offer a competitive salary and pension, and a range of benefits including discounts at a range of shops, restaurants, gyms and leisure activities.

All colleagues across the Trust are supported in their professional development. This includes a combination of in-house training and paid for professional qualifications on offer to staff at all levels, with a particular focus on Autism excellence and digital literacy.

Most importantly, though, we offer the opportunity to play a part in highly rewarding work that makes a difference, as part of an ambitious and supportive team.

Job Description

Job Summary

This role will be responsible for overseeing family liaison and ensuring strong, positive relationships between home and school to ensure the best outcomes for pupils, while also supporting the school's safeguarding culture as the Deputy Designated Safeguarding Lead.

Key Responsibilities

Family Liaison

Oversee all family liaison within the school, including:

- Facilitate and encourage co-operation, effective communication and mutual understanding between home and school (including through appropriate teachers for continuity); maintain positive communication pathways in the best interest of pupils.
- Respond to questions from pupils and parents about processes and procedures, and deal with any immediate problems or emergencies in accordance with school policy.
- Establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
- To assist in transition plans for new pupils and provide appropriate support to the family taking account of both pupil and family need during this process.
- To liaise sensitively and effectively with parents and multi-agency support teams when it is in the best interest of the student or school.

Deputy Designated Safeguarding Lead

Deputise for the DSL as required, and provide support including:

- Provide support, advice and expertise for staff on safeguarding.
 - Respond to safeguarding concerns in line with the school's policies and procedures.
 - Support in managing referrals to local authority children's social care and relevant agencies.
 - Support in ensuring all staff have read and understood Church Lawton's School safeguarding policies and procedures.
 - Support in liaising with the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.
 - Support in liaising with staff on matters of safety, safeguarding, and when deciding whether to make a referral.
 - Maintain accurate and secure records, log safeguarding concerns on CPOMS and contribute to weekly analysis of safeguarding incidents.
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- Keep up to date with contextual safeguarding issues and regularly attend local authority training.
- Maintain a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Understand thresholds of need and assessment process for providing early help and intervention.
- Where children leave the school, work with the DSL to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
- Model best practice and uphold the principles of confidentiality and data protection at all times.

General

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the broader life of the school and the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding students.
- Contribute to the wider work of the school and the Trust, attending relevant meetings and providing cover and support as required.
- This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.
- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.
- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role. The job description will be kept under review and modified from time to time.

We support the whole child, offering a balance of personalised teaching and therapeutic support as standard.

Person Specification

Essential

Qualifications, Training and Knowledge

1. Proven ability in a busy role with responsibility for developing and maintaining multiple processes, ideally gained in a schools-based environment.
2. Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English.
3. Good working knowledge of relevant safeguarding regulations and good practice.
4. Good working knowledge of classroom practice and behaviour management techniques, ideally to include in relation to pupils with special educational needs.

Skills and Experience

5. Excellent organisational skills; self-motivated and able to manage a busy workload to a high standard.
6. Strong IT skills, including Microsoft Office applications.
7. The leadership qualities necessary to become a credible and trusted colleague within a multi-disciplinary team.
8. Able to establish positive working relationships at all levels within the organisation, and work in partnership with external agencies.
9. Excellent people skills; able to work effectively and empathically with students and families.
10. Able to deal effectively with difficult situations.
11. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies.

Our three core values of **courage**, **determination** and **teamwork** drive positive change.



Personal Qualities and Attributes

12. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life.
13. High degree of resilience and professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
14. Resilience maturity; able to work effectively in challenging situations
15. A commitment to equity, diversity, inclusion and belonging.
16. A demonstrable commitment to continuing professional development .

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.

Recruitment Process

Application deadline: Wednesday, 2nd September 2026

Interviews Week commencing 21st September 2026

We're dedicated to equity, diversity, inclusion and belonging. Applications for this job are encouraged from anyone who is suitably qualified and experienced for the role - including those with protected characteristics, and particularly welcome from neurodivergent individuals.

To apply, please submit a fully completed application via our [recruitment portal](#). Your application should explain why you are interested in this opportunity and, with reference to the person specification, the attributes that make you a suitable candidate.

For shortlisted applicants, the selection process will be designed to provide opportunities for you to demonstrate your strengths, qualities, and experience in relation to the role. The details will be made clear at invitation stage. We are very happy to discuss adjustments to the recruitment process for those that need it.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

Note that we can only consider applicants who are legally entitled to work in the UK. For practical reasons, we are unable to provide feedback to candidates who are not shortlisted. However, we will always offer feedback to those who take part in a selection process.

