

# Family Liaison Officer Church Lawton School

Job Pack



**Liberty**  
Academy Trust

# Family Liaison Officer

## Church Lawton School

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Salary: Actual part time is c £12.5 k (based on c £26 k for a 52 week role)

Basis: 20 hours per week; 45.8 weeks per year (Term Time Role)

Location: Church Lawton School, Stoke-on-Trent, Staffordshire

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### About Us

Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and in their future lives.

We are currently a small Trust of three academies, with 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.

We opened Church Lawton School in 2015 and provide a curriculum for students from across the spectrum who have a range of learning needs. This covers an age range from age 4 to age 19, building each child's development week by week, term by term and year by year.



# Welcome from the CEO

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Thank you for your interest in this role within Liberty Academy Trust.

This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so that they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Lambeth; all of which are at different stages of development. As a Trust, we are clear about the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within Liberty Academy Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

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.

If you see yourself in that description, then we would be delighted to receive your application.

**Dr Nic Crossley, Chief Executive**

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

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

## Welcome from the Principal

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Are you passionate about making a difference in the lives of autistic young people?

We would be delighted for you to apply to join Church Lawton School as a Family Liaison Officer (FLO), proudly part of Liberty Academy Trust. The school welcomes you to provide an outstanding environment with high levels of support that makes autistic students valued, understood, and empowered toward achievement.

Church Lawton Primary School is the recent recipient of Advanced Autism Accreditation, marking our third consecutive Autism Accreditation in recognition of our ongoing commitment to excellence in autism education. Furthermore, our commitment to parent partnership has been nationally recognised through Edurio, placing us in the top 10 schools in England for parental engagement and collaboration.

Part of the Liberty Academy Trust, we will be built on the core values of courage, determination, and teamwork. We will provide a safe, supportive, inclusive learning environment in which students of all ages can develop academically, socially, and emotionally. Our innovative approaches and deep understanding of our pupils mean every child receives a unique education that prepares them for successful adulthood.

We envision a world that works for autistic children and young people where an exceptional educational experience can support success now and into adulthood.

Please join us in doing something significant.

Warm regards,

**Paul Scales, Principal**

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# About the Role

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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.

This is 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

At Church Lawton, our exceptional environment for both students and staff includes:

- **Specialist Induction Programme and Autism-Specific Training:** Gain the skills and confidence to support our students effectively.
- **Fantastic Facilities:** Work in a school designed to inspire, including a brand-new Purpose-Built **Quality of Life Hub** and **Quiet Working Spaces** tailored to meet the needs of our staff and students.
- **A Supportive and Inclusive Environment:** Be part of a team that values your contributions and invests in your development.

## What We're Looking For

- You'll have proven ability in a busy role with responsibility for developing and maintaining multiple processes, ideally gained in a schools-based environment.
- You will have a good standard of general education including 5 GCSE's or equivalent (Graded 4/C or above) including Maths and English.
- You'll have 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 offer a competitive salary and pension, as well as a focus on staff well-being and a range of benefits including discounts at a range of shops, restaurants, gyms and leisure activities.

More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

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



## Job Description

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### 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:

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- 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.
- 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.

### **Other**

- 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.
- Contribute to the wider work of the school and the Trust, attending relevant meetings and providing cover and support as required.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- 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.
- 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.

## ***Person specification***

### **Essential**

#### **Qualifications 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.
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## **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. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies
8. The leadership qualities necessary to become a credible and trusted colleague within a multi-disciplinary team.
9. Able to establish positive working relationships at all levels within the organisation, and work in partnership with external agencies.
10. Excellent people skills; able to work effectively and empathically with students and families.
11. Able to deal effectively with difficult situations.

## **Personal Attributes**

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

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



## Recruitment Process

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Application deadline: 9.00am on Monday, 11<sup>th</sup> May 2026

Interviews: Thursday, 4<sup>th</sup> June 2026

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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 [Online 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. Note that we can only consider applicants who are legally entitled to work in the UK.

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

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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.

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.

If you're ready to make a meaningful impact, apply today and join our mission to empower autistic students to achieve their potential.

**Why not visit our Recruitment Open Evening on Wednesday, 22<sup>nd</sup> April 2026 between 4pm and 5pm to find out more and tour our facilities! Please contact school on 01270 877601 or email [stacy.booth@churchlawtonschool.org.uk](mailto:stacy.booth@churchlawtonschool.org.uk) to book your place.**

