

Butlers Court School

Family Liaison Officer and DSL

Job Description



Job details

Salary:	Bucks Pay Range 3 (£29,114 – £31,230) pa, pro rata, depending on experience (Actual Salary £21,541 – £23,107 pa)
Hours:	8.30 am - 3.30pm Full Time, Term Time Only
Contract type:	Permanent
Reporting to:	Headteacher
Start Date:	Immediate start available (subject to checks)
Closing Date:	Friday 13 th November 2026 at 12 noon
Interviews:	W/C 16 th November 2026

Main purpose

To support and safeguard the wellbeing of all pupils and their families by leading on safeguarding (as DSL), attendance support, family liaison, and emotional wellbeing, including acting as the school's children's mental health first aider and providing emotional literacy support.

Duties and responsibilities

Supporting Pupils

- Build positive relationships with pupils, acting as a role model and setting high expectations.
- Work collaboratively with school staff to create a safe, inclusive and nurturing environment for all pupils.
- Provide pastoral support to pupils, recognising and responding to their individual needs.
- Promote positive emotional health and wellbeing, offering initial support and signposting to specialist services where appropriate.
- Deliver and coordinate emotional literacy support for pupils, including group and 1:1 interventions.
- Manage and coordinate external support for pupils, including support from Barnardo's and therapy dog services.
- Support vulnerable pupils during lesson time and breaktimes.
- Provide transition support for new and/or vulnerable pupils.
- Encourage pupils to interact and work cooperatively with others.
- Support pupils in participating in positive play, when on duty during break and lunchtimes.
- Support the development of the 'Bubble' Nurture Room as a safe and supportive space to promote wellbeing, conflict resolution and social skills.
- Maintain regular and consistent contact with families of children receiving support, encouraging engagement with their child's learning.
- Work with the Senior Leadership Team and Attendance Officer to support children and families in improving attendance.

DSL Responsibilities

- Act as one of the school's Designated Safeguarding Leads (DSLs), ensuring safeguarding policies and procedures are implemented in line with statutory guidance, including *Keeping Children Safe in Education* (KCSIE).
- Lead and manage the school's safeguarding online record keeping via CPOMS
- Seek advice from, and make referrals, to the Bucks Multi Agency Safeguarding Hub (MASH) as necessary.
- Monitor pupil attendance, identify patterns and work with families to improve attendance.
- Maintain accurate and confidential safeguarding and pastoral records in accordance with school policies and GDPR requirements.

- Liaise with external agencies, including Social Care, Health, Young Carers, Family Hub Network and education professionals, to ensure effective multi-agency support for children and families.
- Contribute to emotional health and safeguarding training and awareness for staff and the wider school community.

Wider responsibilities:

- To promote understanding and build good relationships with other agencies in order to work together more effectively.
- To manage early intervention where families may need support with parenting, bereavement, mental health, young carers etc. and liaise effectively with parents and children.
- To liaise with the Headteacher and other DSLs regarding families.
- Liaise with the SLT to provide additional support for pupils and families to ensure the wider well-being of children.

Child Protection:

To have due regard for safeguarding and promoting the welfare of children in accordance with the Child Protection/Safeguarding guidance

The duties of the post will be reviewed annually and may vary from time to time, as required by the Headteacher, without changing their general character or the level of responsibility required.

Ongoing self-assessment is helpful to increase competence and reflection is necessary for continued improvement to take place. Training is provided by the school and staff will have access to performance management systems which will inform future training needs and priorities