Some TEAM Ideas on Liaison RTLB Role in Schools 2016

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| **Know your liaison school/s**   * Know, understand and respect the school culture and practices * Shape the school profile on our website (so others go in ‘informed’) * Be available to your schools - call in regularly (scheduled and purposeful) * Record visits against School Liaison contact sheet (SchoolGate) | Some ideas to help you…   * Make time to be visible in the school (3 x pw) * Regular contact, email, phone, onsite * You should feel welcome in there * Know the key contact/s for the school * Ensure the school knows the RTLB role and 10 step process (pamphlet) * Listen well * Support the schools to have an effective understanding of our role.. |
| **Develop positive relationships**   * Establish working relationships with (key) school personnel * Communicate with appropriate school personnel on a regular basis (e.g. fortnightly / monthly). | * Be involved in corporate life of the schools, offer to support TOD, school staff mtgs * Attend pastoral meetings, PB4L, RP and SE mtgs * Provide PD to school staff * Be there in the staffroom m/tea’s and lunchtimes so you are accepted by school staff: the informal is as important as the formal. * Know what makes the individuals ‘tick’ in the school * Know teachers’ names * It’s great for the Liaison to have a case in the school |
| **Develop best practice in your liaison school/s**   * Challenge practice, introduce evidence-based interventions * Share relevant information with school personnel e.g new systems and initiatives; resources; professional development opportunities * Know your liaison schools, understand the current systems and needs – support them to embed pro-active and inclusive processes and systems * Negotiate communication pathways with school personnel, both formal and informal | * Be really clear on what (the 7 principles) look like in practice in a school. * Be knowledgeable about what ‘fits’ in the school - identify needs for projects (use LSF effectively) * Liaising with other RTLB working in the school * Promote the SENCO role * Be knowledgeable - know your RTLB business well * Keep up to date with Community Resources and who / what’s out there to help support schools * Support the RTLB who work in your liaison school to work in a co-ordinated way. * L RTLB to have the Website current so that RTLB can check what the school culture is before they go in. |
| **Support Referrals**   * Be regularly in touch so that you are aware and informed of new referrals * Provide advice and guidance to shape referrals * Support the school to access appropriate resources, agencies and services * Attend the school’s Special Needs/Pastoral Care Committee Meetings, if required * Attend transition meetings, if required/invited (i.e., transition from EI or BST) | * Be the link between the new referrals and the new RTLB staff * Have knowledge about pending cases, have an overview of the cluster because referrals can be ‘relative’ in severity to the school. * Really focus on getting all schools to have IEP’s and behaviour plans led by SENCO’s prior to any referral to RTLB * Know about SchoolGate and support your school to use this e-tool well. * Have cutting edge knowledge in our craft so we can support RTLB - be proactive about reading and learning. |