**Liaison Role Timeline 2016**

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| **Term 1**  KNOW YOUR SCHOOL | Establish contact with SENCO and Senior Management (Deans, Guidance Counsellors et al).  Build relationships within the school (informal and formal) and develop an understanding of the School culture.  Meet with the appropriate School personnel to:   * develop a communication pathway * establish schedule around meetings * discuss cases and provide support for possible referrals * share the RTLB role and RTLB processes * ensure understanding of School-gate process * provide information about resources and PD   Develop/update a protocol sheet for working in your Liaison School. Share this with other RTLB working in the School and place on the website.  Where a number of RTLB work, facilitate a ‘professional’ meeting with RTLB and School personnel.  Regularly update PL around referrals, and support the organization of visits by PL and/or CM.  Record all formal contact on School-gate contact sheet. |
| **Term 2**  IDENTIFY SYSTEMATIC NEEDS | Maintain relationships within the school (informal and formal), and be aware of the School culture.  Meet with the appropriate School personnel to:   * discuss cases and provide support for possible referrals * share the RTLB role and RTLB processes * ensure understanding of School-gate process * provide information about resources and PD * Consider systemic needs   Regularly update PL around referrals, and support the organization of visits by PL and/or CM.  Record all formal contact on School-gate contact sheet |
| **Term 3**  TRANSITION | Maintain relationships within the school (informal and formal), and be aware of the School culture.  Meet with the appropriate School personnel to:   * discuss cases and provide support for possible referrals * share the RTLB role and RTLB processes * ensure understanding of School-gate process * provide information about resources and PD * share RTLB Transition protocols * Reflect on possible needs for the new year   Regularly update PL around referrals, and support the organization of visits by PL and/or CM.  Record all formal contact on School-gate contact sheet |
| **Term 4**  TRANSITONS and SET UP FOR NEXT YEAR | Maintain relationships within the school (informal and formal), and be aware of the School culture.  Meet with the appropriate School personnel to:   * discuss cases and provide support for possible referrals * share the RTLB role and RTLB processes * ensure understanding of School-gate process * provide information about resources and PD * ensure RTLB Transition protocols are understood and implemented if required.   Regularly update PL around referrals, and support the organization of visits by PL and/or CM.  Record all formal contact on School-gate contact sheet |