

# Attendance Family Liaison Officer

## Job profile



**Term Time, 5 mornings or 3 days per week or, 22.5 hpw, 39 weeks pa (0.5270)**

**Contract type: 2 years fixed, potentially leading to a permanent post (Band 2a, pro rata from NJC Scales 6 to 9 – actual salary £14,460 to £15,124)**

### Core purpose

To improve whole-school attendance, working closely with pupils, parents, carers, and staff to identify and address barriers to attendance. This outward facing role includes conducting home visits and picking up students who are not coming to school. To work with the Pastoral, Safeguarding and Special Needs teams of the school to overcome specific issues.

### General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the school's performance management scheme.
3. To undergo in-service training where required and to share expertise and skills with others.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To contribute to the overall ethos/work/aims of the school.
7. To carry out such particular duties as the Headteacher/ Line Manager may reasonably direct from time to time.

### Accountabilities:

The post holder will:

- Report to the Senior Leadership member i/c Attendance
- Work closely with Pastoral, Safeguarding and Special Needs teams

### Specific responsibilities:

1. To work with key parties to understand the home circumstances of children whose attendance poses a barrier to academic success i.e. Deputy Headteacher, Special Needs Co-ordinator, Designated Safeguarding Lead, Education Welfare Officer, Pastoral Teams.
2. To use whole school attendance tracking to identify children who are at risk of or are persistently absent (below 90% attendance) or severely absent (below 50% attendance).
3. To use whole school attendance tracking to identify children whose attendance has 'slipped'.
4. Track attendance of vulnerable groups of pupils and share information with school leaders.
5. Identify pupils that need additional support to improve their attendance.
6. To work with families to build trust and relationships in order to improve student attendance.

### Administration:

7. Support and monitor the process of issuing fixed penalty notices to parents.
8. Maintain accurate records of communications with parents/carers and relevant interventions.

### Working with Parents/Carers:

9. Coordinate meetings with pupils and parents/carers to implement interventions and track progress.
10. Build positive relations with parents/carers to encourage family involvement in their child's attendance.

11. Carry out home visits to address attendance concerns for individual pupils.
12. Pick up students from home who are not coming to school, ensuring they attend and are ready to learn.

### **Other Areas of Responsibility**

13. To work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
14. To work in line with the Special Educational Needs code of practice and government guidance on attendance
15. Be alert to when persistent absence becomes a safeguarding concern, and early help may be required.
16. To work with the designated safeguarding lead (DSL) and the SENCo to promote the best interests of pupils, including sharing concerns where necessary.

### **Support for the School**

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, Special Educational Needs Code of Practice, government guidance on attendance as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the school.
3. Appreciate and support the role of other professionals.
4. Attend relevant meetings as required.
5. Participate in training and other learning activities as required.

## **Person Specification**

### **Qualifications**

- GCSE or equivalent level, including at least a Grade C in English and maths (N)
- Educated to degree level (D)

### **Experience (N necessary, D desirable)**

- Experience working in a school environment or other educational setting (D)
- Experience identifying interventions to raise attendance of pupils (D)
- Experience working directly with pupils and parents (D)
- Experience working collaboratively with colleagues (N)
- Experience analysing data and producing reports and identifying key insights (D)
- Clean driving license and own car (N)

### **Skills and Knowledge**

- Good listening skills
- Effective written and verbal communication skills
- Knowledge of the possible interventions to raise attendance
- Knowledge of the potential barriers to high attendance that pupils may face
- Ability to tailor interventions to individual pupils
- Ability to use IT systems and to conduct analysis and identify actions
- Ability to create good relationships with pupils, staff, and parents/carers

### **Personal Qualities**

- Willingness to provide the best possible opportunities for all pupils
- Organised, proactive, and self-motivated
- Good time management skills
- Commitment to upholding and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Ability to maintain confidentiality at all times
- Committed to safeguarding, equality, diversity, and inclusion