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| **Job Description**: Attendance/Welfare/Family Liaison Officer  **Grade:** Grade F  Hours of Work Monday to Thurs 8.00 – 3.50 Friday 8.00 – 4.25 | | |
| **Responsible to** | Welfare Manager | |
| **Summary of role** | * To support the optimisation of pupil **attendance** through rigorous monitoring and effective action * To support the **safeguarding** of pupils through effective family liaison * To ensure the effective organisation of pupil **medication** in school * To undertake small group pastoral **support** sessions with pupils as appropriate according to agreed guidance | |
| **Core purpose** | * To promote positive attitudes towards the schools attendance on the part of students and their parents/carers and so ensure that students are present at school so as to derive maximum benefit from their education. * To work with the Progress and Pastoral Team to monitor attendance, looking for trends and patterns and action accordingly. * To assist the school in identifying students with 90% and below attendance, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality. * Effective intervention will involve liaison with parents/carers and may involve external agencies to address the specific needs of individual children. It will also involve devising and developing a range of alternative actions to promote attendance. * To devise activities to promote attendance. These may include at one level gradual re-integration into school through part-time timetables, meetings with Progress Leaders, facilitating support groups of problem attendees, contributing to the whole school approach to improving attendance. * To develop effective professional relationships with parents balancing challenge and support to optimise outcomes for pupils. * To visit families alone or invite families into school, keep a record of these visits, in order to pursue concerns about attendance and other welfare issues. To formulate during these visits, strategies for dealing with the issue, propose appropriate strategies for the family and to deal with the consequences. * To provide students, parents and carers with an effective advice and support service. * To liaise between a student’s home and school, involving other agencies as appropriate. * To represent school at multi agency/CAF case conferences where attendance concerns exist. Participate in core group meetings to plan and advise on future action. Implement core group recommendations in the field of attendance and education. * To assist in the training of school progress and pastoral staff in respect of attendance including its recording and use of SIMS. * To prepare cases of non-school attendance for the attention of the exclusion, behaviour and local authority panels * To assist under s444 of the Education Act cases of non-school attendance for Magistrates Court. Attend court and give evidence if required. * To assist under s36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court. * To develop and promote a good working relationship with the Local Authority staff responsible for attendance. * To maintain high standards of record keeping, letter writing and report writing for school, other agencies and court. * To contribute to the effective transition of students from Primary School and/ or to College or other schools to ensure good attendance and wellbeing. * To follow the school’s policy and procedures with regard to the safe transport, storage, permissions, dispensing and recording of medication within school. * To support small groups of pupils through pastoral sessions according to agreed guidance including Small group support * To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Head teacher. Each post will be allocated a special project dependent on the year group. * To have commitment to safeguarding and promoting the well- being of all children in line with school policy and national guidelines | |
| **Other responsibilities** | | |
| **Operational/ Strategic Planning** | | * To help the responsible officer to make value judgements in circumstances where pursuing legal action could be detrimental to a child’s welfare. * To liaise when required with traveller families to ensure children access and benefit from an education * General admin duties relating to attendance/student wellbeing/Managed Moves/Pastoral/medication * To work with senior staff/ Progress Leaders to ensure punctuality to school and to lesson continues to improve. * To undertake regular training in order to keep up to date with any changes in legislation or practice. * Assist with the analysis of student tracking data for attendance and punctuality. |
| **Developing self and working with others** | | * Take part in annual staff performance review with line manager * To create and maintain good working relationships with all members of the school community. * Provide continuous support to students to enable them to maintain their education. * Set an example to students in work ethic, conduct, dress code, punctuality and attendance. * Recognise own strengths and areas of expertise and use these to advise and support others. * Show a duty of care and take appropriate action to comply with Health and Safety requirements at all times. * Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory |
| **Duties** | | * To play a full part in the life of the School community, to support its ethos and to encourage students to follow this example. * To promote actively the School’s corporate policies.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

The job description is not necessarily a comprehensive definition of the post and the staff member may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. It will be the subject of review and may be modified or amended after consultation with the post holder.

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