

Bushbury Hill Primary School



Family Liaison and Attendance Officer Job Description

Job title Attendance & Family Liaison Officer

Accountable to Headteacher

Salary Grade/Range Grade 5

Job Purpose

To work with families, facilitating the educational partnership between home, school, wider school community and other agencies, in overcoming barriers to learning, to ensure pupils are accessing school and achieving their full potential.

To lead on monitoring and improving the attendance of all pupils at Bushbury.

To be part of a Safeguarding team, taking on Deputy Designated Safeguarding Lead (DDSL) responsibilities by attending meetings, completing ESP (Early Support Plan) assessments, forming links with families and pupils and co-operating with other agencies.

Main Duties

- Develop and implement a range of innovative interventions and strategies to promote good attendance and punctuality at Bushbury Hill Primary School
- Use DfE guidance, to provide advice and support to teachers, pupils and their families
- Analyse attendance data and identify attendance patterns for groups and individual pupils reporting to Headteacher / Governors on a regular basis, developing and implementing action plans where required
- Monitor the attendance of all pupils, run interventions, work with families and staff to improve the attendance of pupils
- Coordinate all relevant documentation, including data collection and reports for referrals to appropriate bodies where attendance remains an issue. E.g. leave of absence procedures, penalty notices, off register procedures, child missing in education etc.
- Coordinate support for families and signpost to family hubs, food banks and external agencies where needed
- Organise and attend home visits with families in order to address concerns around attendance and any other safeguarding / welfare issues; formulating strategies as appropriate to support pupils and their families

- Respond to any safeguarding or wellbeing concerns ensuring that referrals to appropriate agencies are completed in a timely manner where required and all CPOMS and MARFs are completed
- Contribute to the development and implementation of school Attendance policies and procedures
- Manage Breakfast club provision, taking lead on orders and home deliveries.
- Manage Staff Absence by leading on SAMs (Staff Absence Monitoring Systems) and liaising with HT and HR for actions
- Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, preparing written reports and evaluations, sending letters to parents and completing Early Support Plans online

Responsibilities

Safeguarding

- The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school staff', and to report any concerns that they may have regarding a child or young person's welfare to the Safeguarding team.
- Attend safeguarding meetings weekly reporting on case families, attendance, actions and impact
- Attend and participate in multi-disciplinary / agency meetings contributing to the sharing of information including ES, TAF, CIN or CP meetings
- Ensure confidentiality is maintained at all times

Compliance

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Equal Opportunities

- Be aware of and support difference and ensure equal opportunities for all

Conduct

- Contribute to the overall ethos and values of BHPS and adhere to staff code of conduct

Training and Development

- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required

- Recognise own strengths and areas of expertise and use them to advice and support others.

Other

- This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
- This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job.
- The jobholder is expected to comply with any reasonable requests from the Headteacher for any other duties commensurate with the grade of the post.

Signed _____

Date _____



Person Specification

FACTOR	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in a relevant area • GCSE in English and Maths at Grade C or equivalent 	<ul style="list-style-type: none"> • Additional qualifications as evidence of supporting children and / or their families with additional needs 	<ul style="list-style-type: none"> • Application Form • Certificates
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information. • Knowledge of issues affecting families and parenting needs of children • Knowledge of available support services • Excellent ICT skills including proficiency in the use of Email, MSWord, MExcel and SIMs • Positive Behaviour Management • Good interpersonal skills including mediation and conflict resolution. • Demonstrable awareness of legislation relating to the welfare and protection of children. 	<ul style="list-style-type: none"> • Knowledge of the procedures for Early Support Plan (Previously known as EHA) • An understanding of the needs and difficulties which people with mental health problems or other disabilities face • Trained in Positive Handling 	<ul style="list-style-type: none"> • Application form • Selection procedure • References
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children and families • Working as part of a team • Evidence of experience of working with children and families in difficulty • Experience of multiagency working and Safeguarding procedures 	<ul style="list-style-type: none"> • Ability to display an understanding of social/welfare issues as they affect children, families and schools. • Experience of working with people with mental health problems 	<ul style="list-style-type: none"> • Application form • Selection procedure • References

PERSONAL QUALITIES

- An interest in and ability to work with children and families with, or at risk of developing, mental health problems.
- An ability to interact effectively with staff from all disciplines and agencies
- An ability to work independently and on own initiative; reliably and consistently with work agreed and managed at regular intervals
- Good team player
- High expectations of self and children
- Self- motivated
- Ability to promote inclusion for all pupils
- Ability to maintain a professional manner in challenging situations.
- Confidence to challenge other professionals.

- Application form
- Selection Procedure
- References