

Pupil and Family Engagement Lead Job Description

Core Purpose:

To support vulnerable children and families with various levels of complexity in overcoming barriers to learning to ensure children achieve their full potential. To lead on attendance improvement strategies across the school and to fulfil the role of Deputy Designated Safeguarding Lead (DDSL), working closely with SLT and liaising directly with other professionals to achieve the best outcomes for children and families.

Key Responsibilities:

- To work directly with children and families to improve attendance and engagement in learning
- Provide emotional and pastoral support including 1:1 and small group interventions
- Build positive, trusting relationships with parents and carers, playing a key role in developing effective communication between school and families, particularly those who are harder to reach
- Signpost and support families to access support services

- Take a lead role in implementing the school's attendance policy, monitoring, tracking, and improving whole-school attendance and punctuality
- Work closely with families to address persistent absence and lateness
- Develop and implement targeted interventions to improve attendance
- Liaise with the Local Authority and external agencies regarding attendance

- To be one of the Designated Safeguarding Leads for Child Protection
- To attend child protection conferences/TAFs/meetings as agreed and feedback as required to relevant school staff
- To liaise directly with social care on complex cases and provide interventions as requested
- To maintain accurate records of all work undertaken
- To produce case reports and correspondence including reports for meetings, conferences and other agencies
- To ensure that all work is undertaken in compliance with policies, procedures, guidance and legislation

General:

- To work closely with the Senior Leadership Team to promote pupil and family engagement
- To work collaboratively as part of the staff team, promoting positive outcomes for pupils
- To keep up to date with legislation and key policies and procedures, particularly in relation to Safeguarding and Child Protection
- To provide family-based support, developing and delivering training and workshops for parents
- To retain confidentiality at all times
- To provide support to colleagues around issues involving individual children and families
- To foster strong relationships between parents/carers and the school, e.g. through home visits, family conferences, parental contracts, training and informal conversations.