



Oakgrove School

Family Liaison Officer

Job Purpose

To support students struggling to attend school regularly and act as a point of contact for their families, staff and external agencies involved. To work with students to prevent attendance concerns becoming significantly worse.

Family Liaison Officer Responsibilities:

- Identify barriers to attendance and support the implementation of the improving attendance strategy to help students and their families out of the 'persistently absent' category
- Communicating with parents and students (including over the phone and virtually)
- Communicating with school departments such as the attendance team, SEN team and pastoral team to identify and support low attending students and groups
- To conduct home visits to support parents/carers for persistently absent students
- To build and maintain relationships with the community groups and families and signpost individuals to appropriate support services
- Organising and collecting work for students with sustained absences
- Organising/creating small projects to transition students back to studying
- Detailed and regular record keeping and the completion of required forms and paperwork
- Setting and reviewing student SMART outcomes with the help of relevant staff
- Creating bespoke timetables with the help of relevant staff
- Delivering self-regulation sessions to support students
- Attendance at appropriate meetings, including those with outside agencies
- Ensure all letters and communication are within DFE guidance
- Administrative support as and when required to maintain the smooth running of the school
- Any other reasonable request as directed by the line manager or a member of SLT

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Comply with the Kingsbridge Educational Trust Code of Conduct for employees
- Contribute to the overall ethos and aims of the school.

Conditions of Service

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal.

Signed by Post Holder: _____ Date: _____

Signed by Line Manager: _____ Date: _____