



**GREYFRIARS**  
CATHOLIC SCHOOL



**ATTENDANCE AND FAMILY LIAISON OFFICER**



## **Attendance and Family Liaison Officer**

Thank you for your interest in the role of Attendance and Family Liaison Officer at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) within the Archdiocese of Birmingham.

We are seeking a committed, organised and compassionate individual to join our school community in a role that is central to the success and wellbeing of our students. This position brings together attendance leadership and family engagement, recognising that strong relationships with families are essential in supporting young people to attend school regularly and thrive.

Improving attendance is now recognised as a national priority. We know that when students attend school regularly, they are far more likely to achieve academically, build strong relationships and develop the confidence and knowledge needed to flourish in later life. At Greyfriars, we also recognise that attendance is not simply about monitoring absence; it is about understanding the barriers some families face and working together to remove them.

Our mission at Greyfriars is clear: we are a Catholic school that champions all students so they can flourish individually and collectively. For this mission to be realised, students must be present in school, ready to learn and participate fully in the life of the community. Education has the power to transform lives, and ensuring that young people are able to access it consistently is one of the most important responsibilities we share as educators and partners with families.

This role offers a genuine opportunity to make a meaningful difference. By building strong relationships with students and families, supporting them through challenges and promoting the importance of attendance, the successful candidate will play a key role in helping young people access the opportunities that education provides. It is a role that requires persistence, empathy and determination, but it is also one that can have a profound and lasting impact on the lives of children.

At Greyfriars, we believe that working hard and being kind enables students to feel both personally and academically successful. In this role, you will help ensure that students are present, supported and able to benefit fully from the opportunities that school offers.

Please do not hesitate to contact us should you wish to seek further information. I would be delighted to personally show you around our wonderful school and discuss this important role in more detail.



## **Job Description: Attendance and Family Liaison Officer**

<b>Reporting to:</b>	Assistant Head Teacher (Attendance)
<b>Grade:</b>	Grade 8 Point 18-23
<b>Salary</b>	£31,537 FTE - Actual £26733
<b>Hours:</b>	37 hours per week 8am - 4pm
<b>Weeks Worked</b>	<b>Term Time Only:</b> 38 weeks

Contract Type: Permanent

## **Job Purpose**

To lead the monitoring, promotion and improvement of student attendance across the school, ensuring that all pupils are able to access the full educational opportunities available to them.

The Attendance and Family Liaison Officer will work closely with students, families, staff and external agencies to identify and remove barriers to regular school attendance. Through careful monitoring of attendance data, proactive communication with families and targeted intervention, the postholder will support the school's commitment to safeguarding, student wellbeing and improved academic outcomes.

The role recognises that attendance is both a national priority and a key safeguarding responsibility. By building strong relationships with families and supporting early intervention, the postholder will play a vital role in ensuring that every student is present, engaged and able to benefit fully from their education.

## **Key Responsibilities**

### **Daily Attendance Monitoring**

- Monitor daily attendance registers and communication systems regarding absence.
- Ensure that registers are completed accurately and promptly by teaching staff in line with statutory requirements.
- Follow up on absences where no explanation has been received through prompt contact with parents or carers.
- Monitor and circulate the daily late list to relevant staff and pastoral teams.
- Identify and escalate any safeguarding concerns relating to absence or patterns of non-attendance.
- Ensure statutory attendance registers are maintained accurately and that any errors or inconsistencies are addressed promptly.

### **Communication and Family Engagement**

- Build positive and supportive relationships with parents and carers to promote the importance of regular school attendance.



- Contact parents or carers regarding unexplained absence, lateness and emerging attendance concerns.
- Organise and issue standard attendance correspondence including:
  - ◆ absence reminders
  - ◆ absence of three days or longer
  - ◆ persistent absence notifications.
- Meet with parents and carers where attendance is a concern in order to identify barriers and agree support strategies.
- Liaise with families of students whose attendance falls below expected levels, particularly those approaching or below 90% attendance.

## **Attendance Data Monitoring and Analysis**

- Monitor attendance data daily to identify patterns of absence or lateness for individual pupils and key groups.
- Review weekly and half-termly attendance reports for pastoral leaders and senior leadership.
- Track attendance for vulnerable groups including pupils with SEND, disadvantaged pupils and those with safeguarding concerns.
- Respond to internal and external attendance enquiries.
- Ensure that all attendance data is managed in accordance with data protection and confidentiality requirements.

## **Targeted Intervention and Case Management**

- In consultation with the Assistant Headteacher, compile and review at least half-termly a list of students whose attendance is causing concern.
- Support the development, implementation and review of attendance improvement plans and Attendance Contracts.
- Attend regular pastoral and student support meetings to discuss attendance concerns and identify intervention strategies.
- Meet regularly with the Assistant Headteacher to review attendance trends, casework and whole-school strategies.
- Conduct home visits (with other staff) where appropriate to support families and re-engage students whose attendance is a concern.
- Work closely with pastoral, safeguarding and SEND teams to ensure coordinated support for vulnerable pupils.

## **Legal and Statutory Processes**

- Initiate and process penalty notices and attendance referrals in line with school policy and local authority procedures.
- Ensure that evidence and documentation relating to attendance enforcement is accurate and maintained appropriately.
- Work with the Headteacher to review and make decisions regarding term-time leave requests, ensuring decisions are recorded and communicated clearly in line with statutory guidance.



- Prepare documentation required for attendance panels or other formal processes where required.

## Collaboration with Staff and External Agencies

- Work closely with teaching staff, pastoral leaders and safeguarding teams to identify and address attendance concerns at an early stage.
- Liaise with external agencies including:
  - ◆ Local Authority attendance services
  - ◆ Education Welfare Officers
  - ◆ Early Help services
  - ◆ Social care
  - ◆ Alternative provision providers.
- Attend multi-agency meetings where attendance concerns form part of wider safeguarding or welfare issues.
- Ensure that relevant information is shared appropriately to support vulnerable students.

## Promoting a Culture of Attendance

- Promote a positive culture of attendance and punctuality across the school.
- Support attendance campaigns, rewards and recognition initiatives that encourage excellent attendance.
- Contribute to assemblies, communications or initiatives that reinforce the importance of attendance with students and families.
- Support staff in understanding attendance expectations, procedures and their role in promoting good attendance.

## Safeguarding Responsibilities

- Recognise that persistent absence may indicate safeguarding or welfare concerns.
- Work closely with the Designated Safeguarding Lead where attendance patterns raise concerns about a student's wellbeing or safety.
- Ensure that concerns relating to student welfare are recorded and escalated appropriately.
- Maintain clear, accurate and confidential records of all attendance interventions and communication with families.

## General Responsibilities

- Maintain a visible presence within the school community so that students and families feel able to seek support.
- Contribute positively to the wider pastoral and safeguarding work of the school.
- Undertake other duties appropriate to the level of responsibility of the role.



**Notes:**

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 employees who develop a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the current School Teachers Pay and Conditions Document and the Catholic Education Service Contract.

This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

<b>Employer Name:</b>	<b>Date</b>
<b>Signature:</b>	
<b>Employee Name:</b>	<b>Date</b>
<b>Signature:</b>	

