

JOB DESCRIPTION

Job title: Family Liaison Worker
Team: Icknield Community College
Reporting to: Deputy Headteacher

Contract: Part time, term time only
Grade: 6
Hours/week: 25

Location: Based at Icknield Community College

Main purpose of the role

To manage the attendance strategy to ensure the positive attendance and engagement of all students.

SPECIFIC RESPONSIBILITIES:

Registers

- Support the work of the Attendance Officer where needed including:
 - Ensure registers are taken, recorded, monitored and updated for AM and PM sessions in accordance with statutory requirements.
 - Collection and analysis of accurate registration data.
 - Record all attendance for students, including monitoring late and unexplained absences.
 - Contact parents/carers under 'first day absence' requirements.
- Follow the procedure for 'missing children', as needed

Dealing with Absence

- Communicate with students, parents, carers and outside agencies about reasons for absence and any barriers to learning.
- Ensure persistent or unauthorised absence is dealt with in accordance with the Attendance Policy
- Regularly inform Tutors and Heads of Year of the absence of students in their care.
- Follow the procedure for referrals to County Attendance Team

Promoting Good Attendance, Punctuality and Engagement

- Ensure that good attendance and punctuality is promoted across the school and with parents/carers.
- Liaise with Reception over students who report illness and/or leave school due to illness
- Organise attendance and punctuality rewards for individual students with improved attendance that are being supported with an attendance action plan.

Individual Case Work

- Monitor and work with students to improve their attendance level utilising data management programs including Bromcom, A Star Attendance and internal monitoring systems.
- Support students with EBSA and long-term attendance concerns by delivering and coordinating the REBUILD and REINTEGRATE programme.
- Support parents and carers with parenting strategies to support good attendance.
- Work with parents/carers to improve their child's attendance.
- Coordinate the support of other members of staff with the above.
- Work with outside agencies and liaise with them on a regular basis.
- Undertake home visits where students are absent for prolonged periods of time.
- Maintain accurate records of home visits and meetings with parents/carers, referring as appropriate to ensure that necessary support is in place.

Liaise with Outside Agencies

- Ensure smooth communication between a range of agencies including medical centres, hospital school, alternative education providers, LCSS, CAMHS and County Attendance Team.
- Work with the county admissions team and other schools, EHE team, to ensure smooth transition for students on and off roll.
- Signpost young people and families to external support where appropriate when issues at home are affecting or are likely to affect their attendance at school

Data and Reporting

- Manage attendance and punctuality records internally.
- Support the Attendance Officer to prepare data for reports to the Leadership Team and Governors on attendance and punctuality where needed.
- Support tutors to access and utilise attendance information for their tutor groups.

Other Duties

- Organise the collection and distribution of work for students to complete at home as necessary
- Provide transport for students that are on alternative timetables due to attendance or engagement issues, where necessary
- Where appropriate, attend regular whole school and team meetings
- Support the reception team where needed.

General Duties

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

General responsibilities

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the Trust;
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust;
- Lead, attend and participate in regular meetings as required;
- Participate in training and other learning activities and performance development as required;
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

PERSON SPECIFICATION

Job title: Family Liaison Worker

Team: Icknield Community College

Reporting to: Deputy Headteacher

Education and experience	Requirement
Grade C/4 and above in GCSE Mathematics and English (or equivalent)	Essential
Previous experience of working in a School or the desire to work with young people	Desirable
Previous experience of working to support student attendance	Desirable
Previous experience of communicating with parents/carers	Desirable
Experience of BROMCOM in School environment	Desirable
Previous administrative experience in a school or local authority setting	Essential
Experience of developing, communicating and successfully implementing guidance and procedures	Essential
Knowledge and skills	Requirement
Excellent IT and computer software skills	Essential
Extensive knowledge and experience of Word and Excel	Essential
Understanding of GDPR Legislation	Desirable
Excellent administration and organisational skills	Essential
Able to establish priorities, work independently to tight deadlines and manage conflicting demands under pressure.	Essential
Ability to effectively and efficiently organise time and resources to complete work accurately, thoroughly, and on time	Essential
Able to accurately input and review large quantities of data	Essential
Able to analyse and interpret information to support effective and robust decision-making	Essential
Personal characteristics	Requirement
A facilitative approach to problem-solving and a 'can do' mindset.	Essential
High levels of personal and professional integrity.	Essential
Committed to acting with integrity, honesty and fairness, to safeguard the assets, financial probity and reputation of the school	Essential
Committed to the vision and values of the school and Acer Trust	Essential
Flexible and adaptable, and willing to work flexibly where necessary	Essential
Good written and verbal communication skills	Essential