

JOB DESCRIPTION

Job title:	Attendance and Family Liaison Officer
Grade:	NJC SC5
Contract:	Permanent
Hours:	21.6 hours per week, term time plus five inset training days
Responsible to:	Safeguarding and Welfare Lead
Job purpose:	The Attendance and Family Liaison Officer is a key member of the team, working under the direction of the Safeguarding and Welfare Lead to promote excellent attendance, strengthen relationships with families and support student welfare. Working within an Alternative Provision for students in Years 9-11, the postholder will combine effective attendance management with proactive family liaison, ensuring the school meets its statutory responsibilities while removing barriers that prevent young people from engaging successfully in education. In line with the Department for Education's <i>Working Together to Improve School Attendance</i> guidance, the role focuses on early intervention, positive relationships and collaborative working with families, staff and external agencies.
Key internal contacts:	SLT Strategic Welfare Lead Support Team Admin Team Students
Key external contacts:	Governors Stakeholder Schools Agencies Parents/Carers Outside Providers
Special Considerations:	Hold a clear Enhanced DBS check Hold a current Driving Licence and use of own transport

Main Purpose:

- Promote regular attendance and punctuality through early identification, intervention and positive engagement.
- Build trusting relationships with students and families to support attendance, wellbeing and successful school engagement.
- Ensure attendance processes comply with current legislation, DfE guidance and Local Authority procedures.
- Work closely with the Safeguarding and Welfare Lead to identify and respond to attendance, welfare and safeguarding concerns.
- Maintain accurate attendance records and provide efficient administrative support.

Duties and Responsibilities:

- Monitor daily attendance, complete first-day response procedures and follow up unexplained absences.
- Analyse attendance data, identify patterns of concern and coordinate timely interventions.
- Develop positive partnerships with families to understand and address barriers to attendance.
- Undertake home visits, attendance meetings and referrals where appropriate, in line with school procedures.
- Maintain accurate attendance records, reports and documentation to ensure statutory compliance.
- Liaise effectively with Local Authority Attendance Services and other external agencies to improve outcomes for students.
- Support vulnerable students through collaborative pastoral working and contribute to safeguarding processes.
- Keep up to date with national attendance legislation and local attendance procedures.
- Work collaboratively with colleagues to promote a culture where attendance, safeguarding and student wellbeing are everyone's responsibility.
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Trust

1. Promote the Trust's core themes of working with vulnerable young people and helping them to flourish;
2. Promote the safeguarding and welfare of children and young people; Complying with the Trust's policies and procedures (e.g. equal opportunities and health and safety);
3. Ensure high standards of behaviour and dress are maintained.

4. Attend Trust/Academy briefings, meetings and events as required by the Executive Principle or Headteacher.

Additional duties

You may be required to carry out additional duties, as the Headteacher may reasonably request, which are commensurate with the post.

PERSON SPECIFICATION

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

MINIMUM
• Build positive, productive relationships with students and families. • Contribute to improved attendance, punctuality and reduced persistent absence. • Deliver interventions that reflect the principles of the DfE's <i>Working Together to Improve School Attendance</i> guidance. • Maintain accurate, compliant attendance records and complete administrative tasks to a high standard. • Demonstrate sound knowledge of attendance legislation and Local Authority procedures. • Work effectively with the Safeguarding and Welfare Lead and external partners to improve attendance, welfare and educational outcomes. • Demonstrate professionalism, empathy, resilience and confidentiality in all aspects of the role.

