

## **Family Liaison and Attendance Officer**

### **Job Description**

**Salary:** Kent Range 5/6 dependant on experience £24,040 to £25,127 per annum  
8.30am-4pm, term time only, plus inset days

**Responsible to:** Headteacher

**Purpose of the Job:** To engage with parents/carers and families to provide early intervention, support and guidance to increase engagement with the school and improve learning outcomes for pupils.

To undertake tasks associated with monitoring of attendance and punctuality, working with individual pupils and their families to improve attendance.

### **Key duties and responsibilities:**

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home/school communication.
2. Liaise with teachers and encourage effective dialogue between parents/carers and teachers regarding their child's progress.
3. Provide advice and guidance to parents/carers to reinforce their self-esteem and ability to provide good parenting.
4. To work with the Headteacher/SLT to develop action plans and undertake individual case work with families to support them in addressing issues which might be impacting on their child's learning.
5. Encourage and promote parental involvement in the school and its activities and deliver a range of family related activities.
6. To liaise with parents regarding concerns the school may have relating to a child's welfare.
7. To signpost families to sources of advice and guidance within the local community and via other agencies.
8. To liaise with other agencies supporting families and assist with referrals as appropriate.
9. To maintain accurate records and share information with colleagues as appropriate and refer on as required.
10. Liaise with the school's child protection officer to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity.
11. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

12. To act as the initial point of contact for parents regarding attendance issues – providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.

13. Share information on practical childcare and parenting skills, including meeting the emotional needs of children, consistent discipline, healthy eating and attendance.

14. To work with parents/carers to identify why children are not achieving good attendance and punctuality and assist in the implementation of measures to address this.

15. To monitor the attendance of pupils with the Headteacher referring concerns to the Headteacher and School Liaison Officer.

16. To support the Headteacher and School Liaison Officer at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed.

17. To promote incentives for improving attendance within the school – including attendance certificates and prizes.

18. To issue correspondence to parents regarding attendance/punctuality in accordance with school procedure.

This job description is not exhaustive and you may be required to undertake other activities of a similar nature that fall within your capabilities as directed by the Headteacher or CEO.

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