



**Chartham Primary School
Children Families and Education Directorate**

Job Description

Job Title: Well-being and Attendance Officer
Directorate: Education
Grade: KR 5
Contract: Part-time 30hrs

Responsible to: Headteacher

Job Summary: Provide support, information and education service to parents of children attending the school and investigate concerns raised by parents, pupils and teachers as agreed by the Head Teacher. The FLO will focus their work on preventative and early intervention activities.

The applicant will have a flexible approach, a sound values base and be able to work effectively in a team as well as independently and have a commitment to equal opportunities, good time management and organisational skills, which will include good record keeping skills Excellent communication skills are required.

Duties and Responsibilities

1. Establish and foster good relationships with parents/carers of children at the school and encourage good home/ school communication, maintaining accurate records relating to these meetings.
2. On occasion, to work flexible hours in order to engage reluctant families, accompany parents to appointments, meet parents at times beyond the school day.
3. Liaise with the school's Designated Safeguarding Lead to ensure that the child's welfare is paramount and any necessary action is taken at the earliest opportunity in compliance with schools policies and procedures.
4. To undertake, with a colleague, home visits if required.
5. To Signpost or refer families to sources of advice and guidance, supporting and advising parents within the local community and via other agencies.
6. Promote inclusion for all individuals respecting personal beliefs and identity.
7. Meet and greet parents at the beginning/ end of the school day.
8. Work closely with colleagues to endeavour to ensure that pastoral issues do not have a detrimental effect on children's progress in school.

9. To provide support for vulnerable pupils at lunch time.
10. To undertake relevant training and professional development in line with the school development plan and requirements of the role.
11. To undertake any duties reasonably delegated by senior leaders.
12. Understanding the primary rights and responsibilities of parents to raise their children, and support parents by helping them to improve their parenting for example by running informal and formal parenting interventions including evidence based parenting programmes and providing appropriate information or referrals.
13. To be committed to improving attendance across the school through identification, motivation, support and challenge.
14. Encourage parental involvement in the school and its activities and deliver a range of family related activities to promote parental involvement in the school – including liaising with other agencies to plan and develop family related activities.
15. Be part of the Safeguarding Team which involves maintaining pupil safeguarding files. Attending Child in Need, Core Group meetings, Child Protection Conferences.
16. To support children during transition periods, liaising with staff/ parents as appropriate.
17. To lead a personalised PSHE curriculum across the school.
18. To organise and raise awareness around children's resilience and wellbeing for staff.
19. To maintain accurate records and share information regarding child healthcare needs.
20. To work with families of adopted children and update EPAC every six months.
21. To create and deliver a FLO newsletter six times a year.
22. To use wellbeing data to assess additional support required and implement interventions when needed.
23. Liaise with other statutory and voluntary agencies and other FLOs (including network meetings) for the benefit of families.
24. Organise adult education and support classes for parents.
25. Deliver out of school learning activities within guidelines established by the school.
26. To positively promote the school through a range of social media including Facebook, Twitter etc...

PERSON SPECIFICATION: Well-being and Attendance Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Good basic education with competency in literacy and numeracy. - A grade C or above in GCSE/CSE English & Maths. - Willingness to undertake further training particularly in relation to Child Protection/Safeguarding. - Driving licence. 	<ul style="list-style-type: none"> - Willingness to undertake foundation course in basic counselling skills. - Designated Safeguarding Lead Training.
Experience and Attainments	<ul style="list-style-type: none"> - Extensive previous experience of working with children and families in the public, private or voluntary sector and liaising with other outside agencies. 	<ul style="list-style-type: none"> - Experience of Early Help/ CSS referrals. - Experience of using a school database (e.g. SIMS). - Experience of working with families in a school setting.
Skills and Abilities	<ul style="list-style-type: none"> - Excellent communication, listening and observation skills. - Previous experience with inter agency working (Health/Social Services etc.). - Ability to deal with difficult/sensitive situations - Ability to handle confidential information. - Organisational abilities and accurate record keeping skills. - Ability to facilitate parenting skills. - Excellent inter-personal skills. - Willingness to be flexible and use initiative at all times. 	<ul style="list-style-type: none"> - Willingness to attend some evening meetings. - Evidence/ proven track record of improving children's attendance.

<p>Knowledge</p>	<ul style="list-style-type: none"> - Sound knowledge and understanding of child growth and development. - Knowledge of the parenting needs of children. - Knowledge of basic child protection issues. 	<ul style="list-style-type: none"> - Knowledge of special educational needs/vulnerable groups. - Knowledge of school entry procedure. - Resources within area.
<p>Personal Qualities</p>	<p>Ability to empathise, keep calm, be patient, and above all a team player with a good sense of humour.</p>	