



Job Description: Family Liaison and Attendance Officer

Grade: Kent Range 6

Responsible to: Assistant 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 Assistant Headteacher referring concerns to the Headteacher and School Liaison Officer.
16. To support the Assistant 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.



Person Specification: Family Liaison and Attendance Officer

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

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

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Knowledge and skills equivalent to national qualifications level 3.
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working with children and families in the public, private or voluntary sector. Experience of facilitating groups. Proven administration experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent communication, listening and observation skills. Ability to deal with difficult/sensitive situations. Ability to manage confidential information. Organisational abilities and accurate record keeping skills. Ability to facilitate parenting skills. Good inter-personal skills. Ability to convey information clearly and accurately orally and in writing to a range of people
KNOWLEDGE	<ul style="list-style-type: none"> Sound knowledge and understanding of child growth and development. Knowledge of the parenting needs of children. Knowledge of barriers to learning. Knowledge of a range of computer applications – including word/excel/powerpoint/sims Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.