

**Ashton Community Science College**

Job Description

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| **Post:** | Family Liaison Officer |
| **Reporting to:** | Attendance Lead |
| **Responsible for:** |  |
| **Working Hours:**  **Working Weeks:** | 37hrs  38 weeks + 2days |
| **Salary/Grade:** | Grade 6 |

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| **Job Purpose** |
| To deliver established procedures to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning; including attendance and behaviour. |

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| **Accountabilities / Responsibilities** |
| 1. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school 2. Collect and transport students to and from school where needed. 3. Develop links with pupils who are transitioning into the school to promote the school ethos of regular attendance 4. To work collaboratively with parents/carers and agencies to ensure that barriers are removed for all pupils to support appropriate progress and achievement by vulnerable pupils. 5. To conduct home visits and support all pastoral teams (progress, attendance, safeguarding) in improving the welfare of pupils at the school. 6. To be an advocate for pupils, supporting and promoting their welfare, championing the needs and rights of those who are vulnerable or with complex needs, ensuring that their voices are heard and responded to. 7. To identify through EHA’s (Early Help Assessments) where additional support/services may be required and to support the commission and management of therapeutic intervention for our most vulnerable pupils. 8. Where needed to liaise closely with social care and other outside agencies to develop packages of support, including directing the commencement of EHAs. 9. Work with subject leaders on linking attendance to achievement and attainment, including links with SEN 10. Co-ordinate the preparation of reports on attendance for the attendance lead, senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions 11. Coordinate the preparation of paperwork in relation to the legal framework around attendance. 12. To undertake safeguarding training to level 3 and understand the statutory escalation of child protection concerns supporting the deputy designated safeguarding lead as needed.   Individuals in this role may also:   1. Provide support and guidance to other support staff. 2. Contribute to the development of activities to encourage family involvement in the school. 3. Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence 4. Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance 5. Provide advice and support to parents / carers of excluded pupils |
| **General** |
| * To work within school policies and procedures * To contribute to the provision of an effective environment for learning * To attend skills training and participate in personal/performance development as required * To take care for their own and other people’s health and safety * To be aware of and respect the nature of issues * Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher |
| **Additional supporting information – specific to this post or postholder** |
| * Working pattern is flexible according to school needs and may involve working outside of the published school day. |

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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: 04/06/24**