



JOB TITLE: KS4 Attendance & Family Liaison Officer
SCHOOL: Longdendale High School
RESPONSIBLE TO: Assistant Head – Strategic Lead for Attendance
GRADE: NJC Grade E SCP 11 – 16

PURPOSE OF POST:

- The core purpose of the role is to provide a professional and effective service that improves student attendance to school. To work closely with families and outside agencies to support and monitor attendance in line with school policy.
- To manage and improve student attendance and punctuality to school
- Support the implementation of the school's vision and values
- Ensure that the school's policies are promoted
- Contribute to developing a culture of high expectations in a safe and secure learning environment
- Foster effective relationships with families and students in the school
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Key Roles and Responsibilities

- To carry out the functions of a school attendance officer, in line with DfE guidance: Working together to improve school attendance (August 2024)
- To assist the school in identifying the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality
- To visit families or invite families into the school, and to keep a record of these visits, to pursue concerns about attendance and other welfare issues. To formulate during such visits strategies for dealing with the issue, to propose an appropriate strategy to the family and to deal with the consequences
- To provide students and families with an effective advice and support service
- To work collaboratively with senior leaders to establish a working relationship between a student's home and school, involving other support agencies as appropriate, including social services, educational psychologists, the Tuition Service, and medical and counselling services
- To represent the school at multi-agency/CAF case conferences convened under the Children Act 1989, where attendance concerns exist. Participate in core group meetings to plan and advise on future action. Implement core group recommendations in the field of attendance and education. Assist with the administration of CAF records for all year groups.
- To prepare and assist under S444 of the Education Act 1996 cases of non-school attendance for Magistrates' Court. Attend and give evidence in court
- To prepare and assist under S36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court.
- To develop and promote a good working relationship with the local authority staff with responsibilities for attendance
- To maintain high standards in record keeping, letter writing and report writing for provision to court and



multi-agency forums

- To support any students accessing alternative provision and monitor their attendance regularly
- To help the responsible officer to make value judgements in circumstances where pursuing legal action would be considered detrimental to the child's welfare
- To undertake regular training to keep relevant areas of expertise up to date with changes in legislation and current practice
- To support with the administration and recording of attendance in Arbor
- To maintain records and liaise with senior staff regarding in-year transfers
- To have a working knowledge of the relevant legislation which has a significant influence on the functions of the Education Welfare Service. Be able to support Senior staff, on the implications of such legislation and its practical application to Academy's, students and their parents / carers. The current relevant legislation includes The Children Act, The Education Act, and Children and Young Persons Act

Developing Self and Working with Others

- Take part in an annual staff performance review with line manger
- To engage in professional development and further reading to develop your knowledge and practice in this role
- To create and maintain good working relationships among all members of the school community
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- To commit to the safeguarding of all children and young people
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Such other duties as reasonably correspond to the general character of the post and its level of responsibility
- To play a full and active part in the life of the school
- To undertake any other responsibility commensurate with this role as per the direction of the Head of School.

GDPR

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

Other Specific Duties



- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for staff and to participate in appropriate staff training and development activities.

Stamford Park Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's policies and procedures.

Longdendale High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.