

Felpham Community College

Family Liaison Officer

Job Description



Core purpose:	To work with year offices, parents/carers, and students to improve the student attendance and engagement, with particular focus on disadvantaged and vulnerable students
Reporting to:	Assistant Headteacher
Hours	30 hours (8-2:30) (term time only)
Grade:	6
Grievance Officer	Headteacher

Responsibilities:

- Working with Families to improve the attendance, lateness or persistence absences of key students.
- Meet with school staff, pupils & parents to establish the reasons for non-attendance/poor punctuality & agree a plan with appropriate strategies & timescales to tackle the issues
- Make contact with families in response to allocated referrals through home visits and/or meetings in school
- Make home visits and on occasion collect students in the school minibus.
- Deliver attendance sessions, topical workshops and 1-2-1 interventions to groups of young people.
- Be fully aware of & carry out all work in line with Child Protection /Safeguarding Procedures
- Liaise with external organisations as required to support students
- Keep accurate, clear & concise records of all interventions
- Update school records & provide reports SLT/Governors
- Maintain a good working knowledge of the statutory framework & any policies & procedures relating to school attendance
- Liaise with Pastoral, Safeguarding, Inclusion and Attendance teams regarding student absence and engagement within the cohort, and identify support strategies to improve them.
- To work with students within this group to provide support and intervention to improve attendance - working towards parity between Pupil Premium and Vulnerable cohorts and the rest of the cohort.
- To form positive relationships with the parents of the identified cohort, to support students, and facilitate meetings and phone calls when concerns arise.
- To analyse and share with SLT weekly reports for Pupil premium student absence to enable follow up of any unexplained absences or patterns of absence

Person Specification

- Ability to deal with challenging conversations
- Able to work on own initiative as well as a member of a team
- Conscientious attitude towards work duties
- Adaptable and self-motivated
- Ability to accept and understand verbal and written communication
- Friendly and pleasant manner
- Awareness of Health & Safety
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- High levels of organisational and self-management skills, ability to work independently
- Ability to identify own training and development needs and commitment to personal professional development to address these needs
- Proven record of attendance and punctuality
- Able to work in a busy school environment and relate effectively with children and adults
- High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements
- Demonstrate and promote the positive values, attitudes and behaviour expected from the students
- Ability to build and maintain successful relationships with staff and students
- Must hold a valid UK driving licence and be willing to drive the school minibus. (does not need a D2)