



JOB DESCRIPTION

Attendance and Family Liaison Officer	
Scale/Salary	Dependent on experience
Hours	Full-time 37 hours a week term time only plus 5 days – 1 year contract initially
Section	N/A
Location	DSLVS – travel to other academies within the region
Responsible to	Assistant Headteacher
Responsible for	To support in the delivery of outstanding education by working with pupils and families to resolve issues of poor attendance.

Role Purpose:	<p>To work alongside key academy staff in the academy to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance</p> <p>Ideally you will possess knowledge of Educational Management Information Systems: eg., Capita SIMS and familiarisation with other tools used to support academy data analysis as well as an advanced knowledge of Microsoft Office applications with particular reference to Excel.</p> <p>A can do attitude is essential and you will have excellent inter-personal skills enabling you to work with all colleagues & families professionally, enthusiastically and with relentless attention to detail and accuracy.</p>
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Main Core Duties:	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • To support the accurate recording of pupil attendance on the academies MIS system and be responsible for first day calling. • To encourage an active partnership between children/parents/academy by working creatively and positively with parents/ carers to achieve maximum involvement in their child's education. • To Work to maintain positive and productive relationships between home and academy • To Encourage parents/carers to understand the importance of their role in their children's education • To make all academy policies and practices meaningful to parents/carers • To empower families to have confidence in their own ability to deal with issues that relate to their own children • To explore ways of encouraging families to attend academy functions e.g. parent's evenings, class and celebration assemblies, meetings etc.
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	<ul style="list-style-type: none"> • To be a point of contact and a source of information for families about the range of support agencies which are available to support them. • To make home visits as and when required • To keep accurate records and data which can be used to influence future planning • To monitor attendance and punctuality and follow up issues promptly <p>Academy Attendance and Exclusions:</p> <ul style="list-style-type: none"> • Identify with parent's/carers reasons for their children's non-attendance, and to work with parents and others to achieve regular attendance and reduce exclusion. • Be proactive in the early identification and prevention of absence habits; • Work with families to identify why their children are not achieving full attendance. ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with academy staff, the child and the child's family; • Work closely with safeguarding team and external agencies including Northampton County Council Education Inclusion Team. • Carry out home visits where appropriate to support families in encouraging their children to maintain full and regular attendance; <p>Additional Duties:</p> <ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to Keeping Children Safe in Education, Children Missing Education, Safeguarding, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the Academy • Develop constructive relationships and communicate with other agencies/professionals • Participate in training and other learning activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support others • To undertake any other duties appropriate to the grade of the post as requested by the Head teacher.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS Disclosure.

How to apply.

To apply for the role, please email your Application Form and Equal Opportunities Form to daventryregionhr@E-ACT.org.uk

Please note that we do not accept CVs.

Closing date for applications is **Thursday 22nd February 2018.**