



## Home School Liaison Officer

### Job Description

<b>Salary scale:</b>	F015S (£20,193) - 019S (£22,359) (pro rata Actual £17,670-£19,566)
<b>Hours:</b>	Term Time Only + 5 Insets, 37 hours per week (08:15am - 4:15pm Mon-Thurs, 3:45pm Fri)
<b>Permanent / Temporary:</b>	Permanent
<b>Responsible to:</b>	Vice Principal – Pastoral & Attendance / Attendance Lead
<b>Job purpose:</b>	The purpose of the post is to work within the Attendance team to work with targeted families and students to improve attendance and build links between the Academy and home. This will involve working with students with social, emotional, behavioural and learning difficulties
<b>Managing:</b>	None

### **Key Responsibilities**

#### **Main Duties**

- To work with families and students to improve attendance.
- Build links between the Academy and home
- To plan and implement specialist programmes of intervention to accelerate rates of attendance.
- Supervise and provide particular support for students with attendance issues.
- Give weekly feedback on attendance data for targeted students and groups.
- Meet and support both parents and students.
- Apply for additional funding to support parents.
- Attend to students' personal needs, including pastoral, social, health, physical hygiene and welfare matters
- Establish good relationships with students, being a role model by presenting a positive personal image and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to act independently as appropriate
- To occasionally supervise whole classes as required
- Help with the planning of CAFs, TAFS and other admin based tasks
- Undertake student record keeping and updating records, information and data, producing reports as required.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers and report on information from students/carers to the teacher / SLT.

Note: The post holder will be expected to have a full driving licence and their own car in order to travel out to local addresses to support working with students and families.

### **Support for the Academy**

- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of discreet groups of students for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the Academy.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To attend open evenings and parents evenings as required.
- To attend appropriate courses / training as required.
- Attend relevant meetings.

Note: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

### **General**

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

### **Corporate Staff**

Fulwood Academy has a strong corporate staff component; some corporate staff are centrally employed and others work in curriculum areas or other specified areas.

Our corporate team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Corporate staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to corporate staff and teaching staff. Corporate staff are encouraged to play a full part in the academy community.

### **Personal qualities for all staff**

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to students and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our students.

### **Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

### **Safeguarding Commitment**

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

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

## PERSON SPECIFICATION

### Home School Liaison Officer

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none"> <li>• Experience of working with students and families from challenging situations</li> <li>• tracking progress.</li> <li>• GCSE equivalent in Maths and English at grade C or above</li> <li>• Experience of working with students with Behavioural and Pastoral Issues.</li> <li>• Full Current Valid UK / EU Driving Licence</li> </ul>		Application
Skills and Abilities	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good literacy skills.</li> <li>• Good numeracy skills</li> <li>• Resilient attitude</li> <li>• A good role model for the students, smart in appearance and punctual.</li> <li>• The ability to work flexibly.</li> <li>• To be able to work well as part of a team.</li> <li>• Ability to develop positive relationships with the target groups.</li> <li>• Good ICT Skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of record keeping systems.</li> <li>• Experience of working with children aged 11-16.</li> <li>• Experience of working in a school environment</li> </ul>	Application / Interview
Other	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• A willingness to undertake additional training, keep up to date with developments</li> <li>• To have full access to their own car in order to undertake the duties of the post.</li> </ul>		Application / Interview