Marple Hall School

POST TITLE: **Maternity Cover: Community Attendance Liaison Officer**
Scale 5
37 hours per week, term time plus two weeks

POST RESPONSIBLE TO: **Senior Lead Teacher with Responsibility for Vulnerable Students**

POST RESPONSIBLE FOR: **The post has no responsibility for staff**

MAIN PURPOSE OF THE JOB

To ensure all students attend school every day unless there is a serious issue that prohibits their attendance. To assist students to obtain the greatest possible benefit from their education and to engage parents in understanding the importance of regular attendance at school for their child and supporting school in this. To ensure, in conjunction with others, that students receive education appropriate to their needs by regular attendance at school or otherwise.

To take supportive/remedial action in respect of individual absent students to secure their regular attendance at school or other appropriate education provision.

To work with the Local Authority Attendance Team in order to decide the appropriate course of action including statutory action for non-attenders

DUTIES AND RESPONSIBILITIES

- To work with the line manager, Attendance Team and the Pastoral Manager for each year group in identifying students who are not attending regularly
- To engage parents and carers in the importance of sending their child to school regularly through home visits**,** information sessions in neutral venues and invitations to school
- To provide advice and support to parents in order to build positive relationships with families and gain their support
- To work with students who do not attend to identify their barriers and to work with the relevant people to remove these barriers.
- To visit student's houses and ensure they are up, bringing them to school if necessary, becoming well known in the community
- To implement bespoke rewards systems for students who need additional incentives to improve their attendance in school, in conjunction with Pastoral Manager and line manager
- To work with the line manager and Year teams in producing individual attendance action plans for vulnerable students and monitoring the success of these plans
- To facilitate attendance panels for regular non-attenders and their parents

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- To make referrals to and liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.
- To provide staff training as appropriate
- To provide all relevant information to the Attendance Officer
- To share relevant information with staff in order that they will employ effective strategies to help students engage within school and lessons
- To contribute to the PSHEE curriculum and assembly rota

General

- To live out and promote the characteristics of the Marple Hall Spirit
- To have due regard for data protection, confidentiality and health & safety policies.
- Plan, organise and carry out work to strict deadlines including prioritisation of own workload, referring queries as necessary to the line manager
- To undertake appropriate training as required.
- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review.
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head teacher.

Contact

Regular : Line manager, Students, parents/carers, Pastoral Managers, teachers, Heads of Year

Occasional : Heads of Year, external agencies, SLT

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.