**Job Title: Education Welfare and Family Liaison Officer**

**Reports to: Assistant Principal**

**Scale: H7**

**Salary Range: £29515 - £31,552 pro rata to £25,132 – £26,866 – 36hpw Term time only**

**Purpose of the post**

To work with children and families and other agencies to promote regular school attendance and punctuality. To deal with persistent absenteeism and help children and young people at risk of exclusion. To monitor, evaluate and be accountable for the provision, standards and achievement of excellent school attendance and punctuality in line with the vision, goals and principles of the school, as described in the school vision

**Contacts and relationships**

– Management relationship with all Key Stage Leaders

- Management relationship with the Academy Trust’s professional advisers - LB Harrow Council, Ofsted,

- Management relationship with key external partners

- Peer relationship with Senior Leaders within the Academy

- Peer relationship with Governing Body including Link Governor

**Principal Accountabilities**

* Work closely with families and students with attendance issues, particularly those identified as persistent absentees, through home visits and/or meetings in school to identify individual problems and find possible solutions that encourage good attendance and punctuality.
* To establish the reason for non - attendance, make assessments and agree & monitor a plan for facilitating a return to school using appropriate strategies within specified timescales.
* To determine and initiate appropriate legal action to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing and presenting evidence or requests for the issuing of penalty notice fines or other legal sanctions and if appropriate, completion of Common Assessment Form (CAF) referrals.
* Be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures.
* Liaise and work with external organisations as required to support students and families to improve attendance.
* Keep accurate, clear and concise records of all interventions and consultations and update information on cases.
* Maintain an excellent working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
* Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
* To use IT systems to produce reports, to meet deadlines and record information including statistical data, providing reports to leaders and other professionals.
* •To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable students to show an improvement in these areas.
* In the case of exclusions from school, and where necessary, advise parents/carers, assist in monitoring the procedure on behalf of the pupils as necessary, both during and following the exclusion process

**Review of Duties**

This job description includes key accountabilities for the postholder, but does not list all expectations of the post. The specific duties attached to any individual will be negotiated, supported and evaluated through regular line management meetings and are subject to annual review with school leaders.

***Vision statement:* The Spirit of Canons** is one that recognises and celebrates the individuality of each student, colleague, family member and community partner. Ours is a story with different meanings for each storyteller. What binds these stories together is our commitment to inclusivity and excellence in everything we do to meet the existing and emergent needs of our individual members.

***An inclusive community of excellence for hearts, minds and futures.***

Standards for an *inclusive community* of **excellence** for hearts

All members of *our community* feel a sense of **belonging and motivation**.

**Physical and mental health, and wellbeing**, are central to *our work*.

*Our* diversity is *our* strength, and so *we* prioritise **equality and fairness** in all that *we* do.

**The voices of all *our* members** are listened to, heard, understood and acted upon.

An ethic of care enables *us* to routinely **support and challenge** *others* and ourselves.

Standards for an *inclusive community* of **excellence** for minds

*Ours* is a learning community which prioritises **powerful knowledge** highly.

*We* draw upon **authoritative evidence** to continuously improve what *we* know and can do.

Through *our* work with the ideas of *others we* develop **critically thoughtful dispositions**.

Every member of *our* school is challenged to expand their **intellectual capacity**.

*We* routinely measure, evaluate and improve *our* **individual and *collective* effectiveness**.

Standards for an *inclusive community* of **excellence** for futures

**Professional attitudes, behaviours and actions** are second nature to *our* community.

*We* embrace **innovation and technological solutions** to enhance *our* work and impact on *others*.

The talents of individuals and *groups* are identified and nurtured through **leadership opportunities**.

As leaders, *we* develop dynamic capabilities, enabling *us* to **respond effectively to new challenges**.

*We* define, refine and redefine **future standards of excellence** through *our* contributions

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| This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. **Canons High School**  |
| **Person Specification**  |
| **Post Details:**  |

**Education, Qualifications and Training**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Identified** |
| Educated to Degree level or equivalent qualification/experience | Yes |  | Application |
| Appropriate professional qualification |  | Yes | Application |
| Evidence of ongoing professional learning relevant to the role | Yes |  | Application |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Identified** |
| Experience of working with families both in an education or support based environment  | Yes |  | ApplicationReferenceInterview |
| Evidence of having worked with young people aged 11- 19 in some capacity  | Yes |  | ApplicationReferenceInterview |
| Experience of working with attendance or similar data and supporting students  | Yes |  | ApplicationReferenceInterview |
| Experience of working with external agencies and an understanding of legal processes  |  | Yes | ApplicationInterview |
| Experience of creating and managing interventions, for example action plans, review meetings | Yes  |  |  |

**Skills and Abilities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Identified** |
| Excellent communication and interpersonal skills  | Yes |  | ReferenceInterview |
| Evidence of being able to delivered structured processes to a high level of accuracy  | Yes |  | ApplicationReferenceInterview |
| Confident and capable in the use of technology and system-based use (for example management information systems) | Yes |  | ApplicationReferenceInterview |
| Ability to plan and prioritise own workload, act on own initiative and manage conflicting demands | Yes |  | ReferenceInterview |
| Flexibility with working hours – eg attendance beyond school hours, at parents’ evenings, as necessary  | Yes |  | Interview |

**Other Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Identified** |
| Enthusiasm, energy and commitment  | Yes |  | ReferenceInterview |
| Full driving licence and a use of car  | Yes |  | Interview |
| Ambition to see the job grow and develop | Yes |  | Interview |
| Understanding the importance of engaging around of key stakeholders within and beyond school | Yes |  | ApplicationInterview |
| Able to quickly establish positive working relationships, work effectively as part of a team | Yes |  | ReferenceInterview |
| Able to take advice from others and know when to seek it | Yes |  | ReferenceInterview |
| Ability to communicate effectively, at all levels, both orally and in writing | Yes |  | ApplicationReferenceInterview |
| A commitment to safeguarding and promoting the welfare of children and young people | Yes |  | ReferenceInterview |
| Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity | Yes |  | ApplicationReferenceInterview |
| DBS Checked |  | Yes | Application |