



Job Description

Job title: Family Liaison Officer/Attendance Officer

Reports to: SENCO

Location: Tree Tops Primary Academy

Job purpose

- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.
- To work to maintain positive and productive relationships between home and school.
- To encourage parents to understand the importance of their role in their child's education.
- To empower parents to have confidence in their own ability to deal with issues that relate to their own children. To be a point of contact and a source of information for parents 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 attend CIN, Child Protection and Core Group Meetings involving children from the school, some of these may be out of term time.
- Involvement in Team Around the Child meetings and Common Assessment Framework training, manage some of the referrals and act as lead professional when appropriate.
- To attend family meetings, manage some of the referrals and act as lead professional when appropriate.
- To attend network meetings in order to keep up-to-date with signposting information.
- Coordinate any appropriate intervention to children and families that has been identified during meetings.
- Be responsible for communicating child/family issues to appropriate staff for CP or CIN children.
- To work with the designated Child Protection Officer and to be trained and qualified to the same standard.
- Regular Liaison with the families of children known to social services to provide relevant information to the school.
- Share relevant information with teachers and staff.
- Management of all Child Protection records.
- In conjunction with the Headteacher/Child Protection Officer make referrals to Social Services when deemed necessary.
- Advise staff on behaviour support strategies working alongside Pupil Support Mentor and SENCO
- Carrying out play therapy sessions with individual children as needed.
- Listening to and helping pupils resolve a range of issues that are creating barriers to learning.
- Support SENCO with Annual Reviews where needed.
- Work with line managers for lunch supervisors to promote positive, proactive playtimes.
- As and when required, to support the effective management of the school day both within and out of the classroom.
- Monitoring the attendance and progress of identified vulnerable children and supporting them in school in liaison with the Inclusion Team.

Attendance

- To monitor attendance and punctuality in liaison with the Inclusion team and follow up issues promptly.
- To maintain daily attendance across the academy using the Management information system to include first day calling and working with families to drive full attendance.
- To ensure all attendance data is accurate and compliant.

- Work closely with the Trust Attendance Welfare officer to ensure all attendance concerns are followed up.

Professional development

- To take responsibility for personal professional development
- To take part, as appropriate, in the Academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of Academy: Job Title: Dartford Primary Academy Family Liaison Officer & attendance lead others and from evidence

Personal values and practice

- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the Academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all students both on the Academy premises and when engaged in authorised school activities elsewhere.
- To contribute to the effective running of the Academy.
- To promote learning in a positive environment.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.