

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Job Description - Attendance & Family Liaison Officer

Responsible to: Deputy Headteacher (Student Experience & Wellbeing)

Salary Scale: Grade 7

Working Time: 37 hours per week
Term time plus INSET days

Job Purpose:

To raise achievement across the school by improving school attendance;

- Establish and develop a system to support the school in raising attendance, investigating persistent absences and improving punctuality
- Raise standards of attendance, attainment and progress of vulnerable students across the school
- Empower parents/carers to face the challenges of caring for themselves and young children
- Act as a bridge between families and other providers, especially school
- Engage parents in supporting their children's education
- Provide opportunities for children to develop self-esteem, reach their potential and improve their life chances and choices

Principal Responsibilities

Communications and Home School Link:

- Encourage communication between the school and family, and ensure good communication with, and between colleagues in the school
- Encourage parents to attend meetings in school
- Provide parenting guidance and support
- Help to improve attendance and late arrivals by monitoring and offering assistance
- Listen and offer support on problems and issues using counselling skills; give students with difficulties a forum to talk about concerns in a confidential and non-judgemental environment, providing emotional support and strengthening self-esteem
- Help families / the child / the school to access grants and information
- Help improve family relationships; be available for families especially in crisis situations, helping those families who need short term assistance
- Carry out Home visits to support families / students, providing outreach support to families in line with school and county procedures on the basis of:
 - needs of students and families and requests for support
 - priorities and needs that the school have identified
- Help families / students access other services, referring where appropriate
- Work closely with other agencies ensuring that follow-up work is done and all concerned are well informed
- Promote healthy living; assist the school nurse to ensure appointments are kept and parents give consent or attend
- Contribute to the Staff Bulletin with relevant information
- Liaise with subject teachers about student progress
- Attend Parent Consultation Evenings as required
- Attend Middle Leaders meetings
- Work with the SENCO and Behaviour Base Manager as appropriate

Attendance & Punctuality:

- Assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance records
- Promote good attendance and punctuality inside and outside of school using a variety of methods
- Collaboratively work to reduce the number of persistent absence and lateness numbers in school
- Keep appropriate staff up-to-date with information
- Establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales
- Attend and participate in regular meetings and act as minute taker
- Maintain productive working relationships with pupils
- Maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration (e.g. registration, truancy, pastoral systems)
- Maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate
- Record, monitor and report an all student absence and punctuality
- Interpret information relating to attendance patterns and identify key areas of concern for year teams and senior staff
- Ensure all registers are completed and no missing marks or unexplained absences remain
- Ensure all unexplained absences are accounted for or request an explanation
- Assist and check records prior to the Census to ensure school attendance is accurate and up to date
- Arrange and chair Absence Management meetings as required
- Document and refer Fixed Penalty notices where necessary
- Complete the student leavers process up to 'off rolling'
- Flood-fill codes as required, and support the pastoral team to populate other codes such as exams, revision classes and educational visits at busy times

Student Safeguarding and Welfare:

- Ensure all relevant safeguarding procedures are adhered to including submitting 'Child Missing in Education' forms when required
- Advise on strategies to improve attendance
- Chair case meetings with the assistance of OCC Legal EWO
- Instigate and prepare for legal meetings, preparing necessary paperwork and statements
- Complete home visits and work with families to improve attendance
- Manage the transition for students who are electively home education (EHE), ensuring that all safeguarding processes for EHE are secure

Attendance and Behaviour

- Meet with AEO to monitor attendance
- Liaise with relevant colleagues who have a responsibility for student data, including Deputy Year Leaders, to compare and monitor attendance and behaviour
- Work with students, parents and tutors to improve attendance

Reduced timetables/educated off site

- Lead on the review of all Part Time Timetables and ensure that their safeguarding is secure
- Lead on the review for the attendance for all students educated at other provisions and ensure that their safeguarding is secure
- Lead / Act as the main point of contact for all School Refusers / Hard to reach families and ensure that their safeguarding is secure

Mental Health and Wellbeing:

- Carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- Work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy

- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

General Duties:

- Play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- Promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

Notes:

- 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

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

December 2024