

The people behind  
the magic.



JOIN OUR TEAM



# Attendance & Family Liaison Officer

**Salary:** Scale D (NJC point 7-11) Actual Salary: £22,482 - £23,963 \*Pending April Pay Award.

**Contract:** Permanent. Term time only plus 2 days.

**Hours:** 37 hours per week. Monday to Thursday 7.45am – 3.45pm and Friday 7.45am – 3.15pm.

**Closing Date:** Monday 7th September 2026 at 9am.

**Start Date:** ASAP.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



**Together**  
Learning Trust

## THE SCHOOL



# Everyone matters and every dream counts

We are proud of the high-quality education we offer at Ryburn Valley High School. We are a school of character, ensuring our students have opportunities to shine. We want them to be the best that they can be, taking risks and continually striving to develop and improve as young professionals. As Ofsted stated following our last inspection: "Pupils know the ethos of the school is based on 'everyone matters and every dream counts.' Leaders have fostered the values of kindness, honesty, respect and endeavour, which is brought to life by the everyday interactions of pupils and staff."

Ryburn is a school which has exceptionally high standards. Ryburn students work hard, get involved with the school community and "strive to excel". We want our students to leave school with bundles of new skills and knowledge, and of course great exam results. However, we also want them to develop and grow as young people, to leave our school with the attitudes and confidence to go out into the world and make a positive impact.

We live by the values of Kindness, Honesty, Respect and Endeavour. These values are on show in our lessons, in all our conversations and in the way both staff and students work as a team: Team Ryburn.

Ryburn Valley High School is a fantastic place to work and learn and we are always aiming to develop even further. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive to excel' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

**Donna Watkins, HEAD OF SCHOOL**



*Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.*

**- OFSTED REPORT 2022**

### EXPLORE MORE



[www.rvhs.co.uk](http://www.rvhs.co.uk)



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS\\_school](https://www.instagram.com/RVHS_school)



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."*

**- DAMIAN BALL**

**Assistant Headteacher, The Brooksbank School**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Attendance & Family Liaison Officer

We are seeking a highly organised, proactive and compassionate Attendance & Family Liaison Officer to join our team.

This is a pivotal role at the heart of our school, acting as a key link between school and home. We are looking for someone who can build positive and professional relationships with students, families and colleagues, communicate confidently and sensitively, and remain calm and organised when managing competing priorities.

Working closely with students, families, pastoral teams, safeguarding colleagues and senior leaders, you will play a vital role in improving attendance, engagement and student welfare. You will use your initiative, strong organisational skills and attention to detail to coordinate attendance processes, support families to overcome barriers to learning and ensure vulnerable students receive the right support at the right time.

If you are committed to delivering excellent service, confident working with data and systems, and motivated by making a positive difference to students' lives, we would love to hear from you.

### **What the role involves in a nutshell:**

- Manage the day-to-day attendance processes and interventions to promote excellent attendance across the school community.
- Work directly with students and families to overcome barriers to attendance and engagement.
- Build strong partnerships with students, families and external agencies.
- Work alongside attendance, safeguarding, pastoral and senior leaders to ensure vulnerable students receive the support they need.

### **What you'll get in return?**

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Free Parking.
- Cycle to Work Scheme.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

# ROLE PROFILE | Attendance & Family Liaison Officer

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Accountable to:</b> | Education Welfare Officer                |
| <b>Job Family:</b>     | Team Leader                              |
| <b>Salary:</b>         | Band D (NJC points 7-11)                 |
| <b>Hours:</b>          | 37 hours per week, term time plus 2 days |

## CORE PURPOSE

The Attendance & Family Liaison Officer oversees student attendance and acts as a key link between school and home, working closely with students, families, pastoral teams, safeguarding leads and senior leaders to improve attendance, engagement and student welfare. The postholder will ensure that all processes, communications and interventions support safeguarding, achievement and positive outcomes for every student.

The postholder delivers a high-quality service, promotes positive home-school relationships and models the Trust's values and professional standards required for the role.

## KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

### Attendance Leadership and Operations

- ✓ Support the delivery of robust daily attendance processes ensuring registers are accurate, compliant and all absence is followed up promptly to support high attendance outcomes.
- ✓ Coordinate daily attendance systems including absence calls, register monitoring and data checks, to ensure timely identification and resolution of attendance issues.
- ✓ Produce and monitor daily attendance priorities and intervention plans, enabling timely identification of attendance concerns and effective support for students at risk of persistent absence.
- ✓ Support the planning and coordination of home visits and targeted attendance interventions, improving attendance and reducing barriers to learning.

### Family Liaison and Engagement

- ✓ Act as a main point of contact for parents and carers regarding attendance, punctuality and welfare matters, building positive relationships that support improved attendance and engagement.
- ✓ Manage effective communication with families through calls, correspondence, meetings and attendance support planning, reducing barriers to attendance and promoting shared accountability between home and school.
- ✓ Promote a culture of positive parental engagement, contributing to improved attendance outcomes and stronger home-school partnerships.

### Attendance Monitoring, Intervention and Escalation

- ✓ Work collaboratively with Education Welfare Officer, Heads of Year and the Attendance Lead (SLT) and to identify, monitor and support students with attendance concerns, ensuring timely and effective intervention.
- ✓ Coordinate and implement staged attendance interventions, including attendance support plans, home visits and referrals to external agencies, contributing to reductions in persistent absence and secure sustained improvements in attendance
- ✓ Escalate safeguarding and welfare concerns immediately, ensuring all actions are recorded accurately (CPOMS) in line with safeguarding procedures.
- ✓ Contribute to attendance and inclusion meetings, champion a culture of high expectations, belonging and regular attendance, supporting improved outcomes for students and the wider school community.

## Data, Reporting and Systems

- ✓ Maintain accurate and auditable attendance data across all systems and produce regular analysis and reports for SLT and Heads of Year, providing reliable information to inform decision-making and school improvement strategies.
- ✓ Monitor attendance trends, vulnerable groups and intervention impact, enabling targeted action and continuous improvement in attendance performance.
- ✓ Ensure compliance with attendance legislation, statutory guidance and Trust procedures, maintaining high standards of practice and accountability.

## Safeguarding and Student Welfare

- ✓ Apply a safeguarding lens to all attendance and absence concerns, ensuring vulnerable students are identified early and receive appropriate support.
- ✓ Escalate concerns relating to unexplained absence, students missing education and emerging welfare issues, ensuring safeguarding responsibilities are met and risks are effectively managed.
- ✓ Maintain accurate and timely records of attendance, welfare concerns and interventions, supporting robust safeguarding and accountability processes.

## EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

## PERSON SPECIFICATION

| Experience and Qualifications Required                                                                                                       | Essential | Desired        |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|
| GCSEs in English and Mathematics at grade C/4 or above or demonstrate equivalent proficiency in both subjects during interview.              | ✓         |                |
| Experience in administration, customer service or school environment.                                                                        | ✓         | ✓ school based |
| Experience working effectively with children, young people and their families.                                                               |           | ✓              |
| Has experience of working collaboratively with external agencies and supporting students and families during periods of challenge or crisis. | ✓         |                |
| Technical Skills Required                                                                                                                    |           |                |
| Effective communication skills, adapting style and approach to ensure appropriate, positive relationships are built and maintained.          | ✓         |                |
| Able to manage competing priorities effectively.                                                                                             | ✓         |                |
| Proficiency in Microsoft Office and ability to maintain accurate records.                                                                    | ✓         |                |

## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or have any questions, then we'd be delighted to hear from you. Please contact Carrie Burbidge our Personal Assistant to the Senior Leadership Team via [c.burbidge@ryburn.tlt.school](mailto:c.burbidge@ryburn.tlt.school)

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.