



FIVE RIVERS MULTI ACADEMY TRUST

JOB DESCRIPTION / PERSON SPECIFICATION

Post Title	FAMILY ENGAGEMENT OFFICER
Grade	6 (£26,975 – £30,984)
Responsible to	Principal
Responsible for	N/A
Purpose of job	<ul style="list-style-type: none"> • To contribute to raising achievement by improving school attendance • To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence. • To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities. • To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision. • To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
Normal base of work	Abbeyfield Academy, Orphanage Road, SHEFFIELD, S3 9AN
Safeguarding statement	<p>Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.</p> <p>This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice.</p>

	<p>An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).</p> <p>The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.</p>
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JOB DESCRIPTION: ATTENDANCE OFFICER

The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust's policies and within the framework of the Education Act 2002 and the School Standards

Main Duties and Responsibilities

- To advise the academy on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- To identify children and families in need of additional support and promote effective home-school partnerships.
- Meet with staff, students and parents to identify individual problems and possible solutions.
- To monitor attendance of targeted children.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To build and maintain positive relationships with families to encourage positive family involvement in the child's learning
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To promote self-esteem and independence, employing strategies to recognised and reward achievement within established school procedure.
- To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with external professionals such as police, Social Services, Housing, Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To prepare documentation for an liaison with stakeholders involved in the pastoral care of children both within and outside of the school.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.

- To support Pastoral and Learning Mentors and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.

GENERAL REQUIREMENTS

- Adaptable, imaginative, creative and flexible in approach to the work
- Self-motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training
- Prepared to attend meetings outside of office hours
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Trust's ethos for equality and diversity
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To ensure compliance of Data Protection at all times.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.
- To drive and chaperone children to school, as necessary, in the school minibus.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>Educated to NVQ level 3 / 4 or equivalent</p> <p>Drivers licence</p>	<p>A professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification</p> <p>License to drive a minibus</p> <p>Counselling / First Aid / Safeguarding / Prevent qualifications</p>
Professionalism	<p>Able to work with professional integrity, honesty and transparency and without judgement.</p> <p>Open and adaptable to new ways of working that promote the ethos of the Trust and the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Committed to working well with colleagues, children and families, developing and maintaining positive working relationships.</p> <p>Ability to self-manage work-load and competing priorities</p> <p>An effective communicator, both written and orally including excellent report writing skills.</p>	<p>Shows a strong commitment to values which align well with the Trust & the School</p> <p>Experience of being a role model with a team and supporting colleagues</p>

	Essential	Desirable
Safeguarding	<p>Up to date, working knowledge of Keeping Children Safe in Education</p> <p>Passionate about safeguarding children</p> <p>Commitment to the use of positive behaviour strategies to achieve a culture that promotes fairness, respect and consideration towards others</p> <p>Zero tolerance of bullying of any kind</p> <p>An understanding of the a school's role in supporting the whole child: relationships, identity, mental health, basic needs and overall well being</p>	<p>Safeguarding Training</p> <p>Experience of initiating school policies and procedures for Safeguarding</p>
Professional development	<p>Evidence of and commitment to relevant professional development or study in the last 5 years</p> <p>Commitment to working collaboratively to improve practice</p>	<p>Clear commitment to a future career with the Five Rivers Trust</p> <p>Experience of working collaboratively to improve practice</p>
Diversity Equality & Inclusion	<p>Promotes equality and celebrates diversity; understands the need for equity and equality; acknowledges and takes steps to eradicate unconscious bias in own practice</p>	<p>Experience of championing Diversity, Equality and Inclusion in professional setting</p>
Experience	<p>2-3 years' experience of working with children and their families in a paid or voluntary capacity</p> <p>Experience in assessing the needs of children and their families</p> <p>Experience of working with people with challenging behaviour and evidence of ability to manage this successfully</p>	<p>Experience of working with children and families in an educational context</p> <p>Experience in and ability to manage complex situations involving children, families and staff</p>