



# Quarrydale Academy

## Job Description

### 1. Title of Post

Family Liaison Officer

### 2. Name of Employee

### 3. Salary

Grade 5 £23,541-£27,041 3 days per week, term time only (pro rata salary £12,204 – £14,018)

### 4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy's Line Management (see staff handbook)

### 5. Main Purpose of the Job

The Family Liaison Officer will be a member of the pastoral team working across the academy and within the community. The postholder must promote and embed the vision and values of the academy.

Working alongside the attendance officers' and the pastoral and safeguarding team, to take responsibility for the tracking and monitoring of all student attendance data, instigating appropriate intervention as required.

The postholder will work with families to provide a support service so that we can fully meet the needs of all our pupils. They will also contribute to our vision that 'all children can achieve success' by improving school attendance and establish a professional service to support the academy in raising attendance, investigating persistent and unauthorised absences.

A key part of this role is to work with vulnerable families and ensure that support is available so that parents and carers understand how their child can be supported.

### 6. Responsible for the Following Key Tasks:

- To assist in the development of home school partnerships and work with parents to help them understand and fulfil their legal responsibilities in relation to school attendance
- To use a range of data to identify students requiring home visits
- To carry out home visits, maintaining accurate records including the impact they have had
- To identify and monitor students who meet the criteria for local authority sanctions
- Ensure accurate records are maintained, particularly with respect to reasons for absence
- To meet parents and students to agree actions to improve attendance
- To monitor, track and analyse the attendance of key groups across all year groups, intervening accordingly
- To identify and monitor students at risk of becoming persistently absent, liaising with staff, parents

and students

- To produce and interpret various data for maximum impact on raising levels of attendance
- To work with the attendance administrator to produce and maintain the attendance position statement for Governors
- To liaise with parents, members of the pastoral team and the safeguarding leads about all issues relating to student attendance
- To undertake duties commensurate with the safeguarding agenda for children including referring cases to the DSL and representing the school at child protection meetings when required
- To liaise with external agencies, attending relevant meetings as required
- To maintain paperwork for collaborative provision and liaise with providers as appropriate
- To contribute to the rewards programmes by co-ordinating all attendance prizes
- To play a supportive role in the organisation of educational visits, attending them as required

**All staff:**

- Be aware of and comply with the Academy policy and procedures.
  - Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
  - Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.
  - Comply with relevant improvement processes to support the continuous development of staff and Academy.
  - To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
  - Seek win-win solutions.
  - Be a positive voice for the Academy in the community.
  - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- **Health and Safety:**
  - Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.
  - Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
  - Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.
- **Continuing Professional Learning:**
  - Actively engage and seek opportunities to improve own professional learning.
  - Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

## **7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 September 2021. The contents have been agreed in consultation with the post-holder/s and the Academy.