

JOB DESCRIPTION

Title of Post	Family Liaison & Attendance Officer
Grade	Scale 4: points 18 – 21 pro rata 37 hours per week, 40 weeks per year (39 weeks term time)
Responsible to	Assistant Headteacher – Student Achievement and Support

Purpose of the Post

- To work as a key member of the school team to improve student attendance
- To ensure the collection of accurate attendance data for all students (Years 7-13)
- To provide accurate and current data on student attendance to the Student Achievement and Support Team and other parties as required
- To act as point of contact for general student and external attendance enquiries
- To re-engage students with attendance difficulties
- To assist in the monitoring of identified students in high quality offsite learning
- To establish and maintain a productive communication regime with Parents/ Carers and other agencies as required including correspondence and face to face meetings
- To be responsible for administrative duties and correspondence for the Student Achievement and Support Team

Key Tasks to Achieve Outcomes

- Set targets as a result of attendance patterns and in response to national expectations
- To establish and maintain a productive communication regime with Parents/ Carers and other agencies as required including the written documentation provided to support our attendance strategies
- To develop a system of strategic intervention in response to agreed triggers of concern including home visits
- To support the education of students not in school for an extended period
- To monitor and visit any offsite placements for identified students and liaise with the school's Careers Lead and outside careers agencies
- Maintain data systems for student attendance and punctuality, identifying and acting upon patterns
- Make contact with Parents/Carers on the first day of absence and follow up on continuing absences
- Meet with key staff regularly to identify students at risk of poor attendance so that effective intervention strategies can be implemented

- To advise Headteacher when a pattern of absence may need a legal response
- To work with other members of the team to produce data which enables the school and outside audiences to analyse and evaluate student attendance
- To undertake other duties as requested which are an extension of or an amendment to the particular responsibilities stated above

Indicators of Performance

- The school achieves the challenging attendance targets which are set
- Data systems for student attendance and punctuality are maintained accurately and are up-to-date
- Attendance and punctuality problems are identified at an early stage and are dealt with effectively
- There is measurable improvement in attendance of students causing concern
- There is a clear coordinated response which staff, students and Parents/Carers understand to support excellent attendance
- Students on alternative programmes make good progress
- Students joining the school in year settle in well and baseline assessments are carried out

The Assistant Headteacher, Student Achievement and Support, will review performance by:

- Analysing figures on attendance
- Evaluating support for offsite learning
- Reviewing Attendance Policy
- Reviewing information from the Student Achievement and Support Team

Revised October 2018