**Job Description: Family Liaison Officer (Attendance) at Ark Blake Academy**

**Duties and expectations:**

**Main Areas of Responsibility**

* Supporting the Assistant Principal (Attendance & Safeguarding) in the whole Academy attendance strategy
* Managing a caseload of ‘at risk’ and priority students, where attendance is a concern and implementing strategies to improve attendance
* Oversight of reintegration packages to support students who are returning from periods of sustained absence
* Monitoring and improving the attendance of our most vulnerable students
* Ensuring compliance with statutory duties, including reporting persistent and severe absenteeism
* Conducting home visits to engage families and address barriers to school attendance
* Maintaining accurate attendance records and preparing reports
* Representing the academy at external meetings e.g. Social Services Case Conferences, Child in Need Meetings, LAC Reviews
* Communicating effectively with all external agencies including possible alternative providers
* Ensuring effective communication/consultation as appropriate with the parents of students
* Supporting on legal interventions for non-attendance where necessary
* Supporting with appropriate and tailored alternative provision for students unable to thrive in mainstream education
* Building and maintaining partnerships with external providers, agencies and support networks
* Acting as a liaison between the academy, external providers, students and families
* Supporting on CIN/CP cases where attendance is identified concern
* Act as a Deputy Designated Safeguarding Lead (DDSL) and support the DSL as required

**Other Duties**

* Maintaining the confidential records of support for all students referred
* Preparing reports and maintaining records relating to student referrals and subsequent counselling or support from academy staff or other agencies
* Providing support to the Attendance Team where required and supporting with cover in the event of absence of the Attendance Officer
* Any other duties which may be reasonably requested

**Duties and Expectations of the Family Liaison Officer (Attendance) role**

**Culture and Ethos**

* To be an integral part of the Attendance Team and embrace the opportunity to develop a world class provision
* Adhere to the school’s Behaviour Management Policy, ensuring school systems are followed consistently and in a kind and respectful manner
* To complete duties around the school, modelling best practice for all staff
* To promote and work within the school’s Behaviour Management Policy to recognise and reward student achievement as well as intervene where behaviour falls short of expectation

**Communication**

* To keep in contact with parents and carers as appropriate, through the normal means of communication
* At times, when appropriate, to support in assemblies
* To make referrals and liaise without outside agencies as the need arises
* To attend and contribute to Inclusion Panel meetings

**Other**

* Carry out other reasonable tasks as directed by the Assistant Principal (Attendance & Safeguarding) and the Principal
* To adopt the academy’s Behaviour Management Policy, ensuring that school systems are implemented consistently and in a kind and respectful manner
* To develop strong partnerships and ensure regular communication with parents and carers

**Academy Culture**

* To support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* To help create a strong academy community, characterised by high expectations, consistent, orderly behaviour based on Blake values and caring, respectful relationships
* To help develop an academy culture and ethos that is utterly committed to learning, achievement and the personal development of students
* To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

**Other**

* To undertake the appraisal system and relevant training and professional development
* To value and support practices driving continued progress across the network of Ark schools
* To undertake various other responsibilities as directed by the Principal

**Person Specification:**

**Family Liaison Officer (Attendance)**

**Qualifications**

* GCSE English and Mathematics Grade C or above
* First Aid qualification (desirable)
* Experience of dealing successfully with a range of issues influencing poor attendance

• Experience of working with staff to ensure excellent standards of attendance and punctuality are maintained

• Experience of working with families

• Experience of working with challenging students and parents, and finding ways in which we can meet their needs more successfully

* Excellent communication, planning and organisational skills
* Excellent interpersonal skills and confidence to speak with all members of the school community
* Experience with creation and manipulation of data spreadsheets
* Experience of working with vulnerable students preferable

**Personal Characteristics**

* Excellent communication skills
* Access to a vehicle with a full, clean licence to conduct home visits.
* Full working knowledge of relevant policies/codes of practice
* Empathy and an ability to see situations from multiple viewpoints
* Genuine passion and a belief in the potential of every student
* Flexibility, proactivity and a willingness to change approaches when necessary
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Effective team member
* High level of self-awareness and self-management in stressful situations
* Resilient, motivated and committed to achieving excellence
* Reflective and proactive in seeking feedback to constantly improve practice

**Leading External Relationships**

* Can develop and maintain effective working relationships with parents and the wider community
* Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Commitment to regular and ongoing professional development and training
* This post is subject to an enhanced Disclosure & Barring Service check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*. *This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*