



Magna Academy Poole

an Aspirations Academy

Family Liaison Officer

Job Description

Purpose:

To provide support for the improvement of whole academy attendance by working closely with teachers and other staff, pupils and families to identify the barriers to attendance in order to ensure students achieve their full potential across the curriculum.

The Family Liaison Officer will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Low or declining attendance to the academy
- Looked After Children
- Children who have social care involvement - CIN, CP or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs
- Challenging behaviour
- Children with a statement of special educational needs (Education, Health Care Plan)

The Family Liaison Officer will be predominantly education/school based, but will have a wider remit including working with families and the local community.

Main aspects of the role:

- Discuss with Vice Principal and other members of SLT strategies to promote the regular attendance of all pupils in the school.
- Take a leading role in implementing agreed upon strategies for improving attendance.
- Understand and implement the school's Attendance and Absence Policy.
- Work on initiatives to raise awareness of the importance of good attendance amongst the school and local community.
- Maintain a working knowledge of legislation and statutory framework relating to school attendance and ensure that the school is operating in line with its statutory responsibilities towards pupils.
- Make contact with pupils' parents in response to allocated referrals through home visits or meetings in school.
- Work with the local authority to issue fines to parents/guardians regarding their child's poor attendance including court proceedings for persistent absentees.
- Support the pastoral team and SLT to develop targeted procedures to support pupils with lower attendance to attend school.

- Analyse school attendance data to identify trends, key areas of concern and areas for improvement.
- Develop and implement strategies to improve attendance, including whole-school initiatives and targeted interventions.
- Meet with pupils and families to ascertain reasons for poor attendance and to encourage them to attend school.
- Maintain contact with the parents of pupils who have poor attendance to discuss the reasons for poor attendance and agree plans for improving attendance and punctuality.
- Work with the pastoral support team to ensure the wellbeing of pupils who are struggling with attendance is supported.
- Work with pupils, their parents and SLT to plan and implement interventions for specific pupils or groups of pupils who are struggling with attendance..
- Make home visits where necessary, in line with the relevant school policies.
- Be available for contact for all attendance and absence related queries.
- Make sure attendance registers are completed by staff and check that all coding used to categorise attendance is correct.
- Keep up to date records of unexplained absence and any follow-up actions.
- Collate and maintain attendance data for analysis.
- Ensure that attendance data is stored in accordance with the Data Protection Policy and take responsibility for securely erasing expired data under the leadership of the DPO.

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

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

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

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve