



Holy Family Catholic Multi Academy Trust

Job Description

Job Title:	Home School Liaison Officer
Location	St John Plessington Catholic College
Responsible To:	Assistant Head Teacher
Salary Grade:	Band F, Scale point 12-17 (pro rata) £20,499-£22,632
Contract:	This is a permanent contract, 36 hours per week, 41 weeks per year (term time plus 3 weeks)

Key Purpose of Job

To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality. The post holder will advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.

PURPOSE OF THE JOB

- 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.

Key Responsibilities of the Post

MAIN DUTIES AND RESPONSIBILITIES

- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- 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.



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- To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- 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 other members of EWS as well as other professionals in 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 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 managers 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 School's Equal Opportunities Policy.



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- The Governing Body 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 Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

Normal office environment

Other Duties

- To undertake additional duties as required, commensurate with the level of the job
- To contribute to the effective working of the HFCMAT
- Maintain positive, professional relationships with students, parents/carers and teachers
- To participate in induction training, staff review processes and professional development opportunities
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled
- The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Professional Development	GCSE English and Maths (grade C or above) or equivalent	E	A, C
	Willingness to identify and take part in relevant self-development opportunities	E	A, C, I
	Driving licence and access to a vehicle	E	A, C
	Relevant qualifications	D	A, C
B. Experience	Related experience of work within a school attendance related service	D	A, I, R
	Working with children, young people, parents and families preferably within an educational context	D	A, I, R
	Experience of working in an environment where due regard for confidentiality and discretion is paramount	E	A, I, R
	Working with professionals from other agencies and in multi agency context	E	A, I, R
C. Knowledge/ Skills	Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act	D	A, I
	A good team player with good interpersonal skills and the ability to work effectively as part of a growing organisation	E	A, I
	The ability to respond effectively and build good relationships with pupils and parents	E	A, I
	Good level of written and verbal skills	E	A, I



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	Ability to exercise discretion and maintain confidentiality	E	A, I
	Good organisational skills with the ability to multitask	E	A, I
	Good IT skills in particular Excel, Word and email	E	A, I
	Good interpersonal / communication skills	E	A, I
	Ability to overcome communication barriers with children and students	E	A, I
	Ability to listen effectively	E	A, I
	Ability to maintain accurate and up to date records	E	A, I
	Ability to meet tight deadlines and plan and manage own time effectively	E	A, I
	Demonstrate an ability to cope with stressful / conflict situations	E	A, I
D. Other Conditions	Satisfactory pre-employment checks including DBS	E	C

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference