 

JOB DESCRIPTION

Job Title: Family Liaison and Attendance Worker

Grade: Scale 6 PT19 – PT22

Job Location: Hope Wood Academy

Responsible to: Head of Academy

Job Purpose

* To contribute to the academy’s early help and support for families
* To work directly with parents and students to support engagement in academy life, this will include supporting access to early help services, attendance interventions and supporting with transitions in and out of the academy.
* To manage a case load of students, engaging in multi-agency meetings where appropriate.
* To work closely with the Academy Business Support staff, regarding attendance recording, and the Local Authority educational welfare team and education health needs team.
* To work with parents/ carers in a non-judgmental and empowering way, enabling families to get the most out of the educational & other opportunities available to them.
* To work in partnership with parents to identify the reasons for their children’s non-attendance and work with them and others to achieve regular attendance, improve family engagement and promote achievement and progress.
* To work in partnership with the Deputy Head Teacher (Pastoral) to implement strategies relating to attendance and monitor and report on attendance data.
* To act as a member of the Academy’s safeguarding team

**Main Duties**

Support for students and families

* Support parents/ carers by helping them build on their current parenting skills, for example, by running parenting engagement sessions, signposting to Family Learning and providing appropriate information or referrals.
* Work with parents/ carers in a school context, supporting them and building their engagement with their child’s learning, offering support and signposting to early help services
* Support parents/ carers of children promoting the benefits of good attendance at school, particularly where attendance is a cause for concern.
* Work with parents/ carers to identify why their children are not achieving full attendance, putting appropriate plans in place to increase attendance.
* At the request of parents/ carers and the academy, talk to children experiencing difficulties and convey the voice of the child to parents/ carers and academy staff.
* Support parents/carers to prepare children at key transitional stages to ensure continual engagement with school and learning, including support for new students transitioning into the academy
* Encourage good relations and effective dialogue between parents/ carers and staff about children’s progress.
* Work at times with parents/ carers who may be anxious/upset/volatile/abusive
* Be responsible for first day absence contact procedures, ensuring all students are contacted on the first day of absence, making home visits as advised by SLT/DSL
* Work at times in the homes of parents/ carers/ children, this will include lone working

Support for staff

* Work with staff and partners linked to the academy and other outside agencies. The work will regularly involve organising support for families in a responsive and sensitive way, requiring an ability to communicate effectively with partners at all levels.
* Conduct analysis of attendance patterns and trends, presenting this information as required to SLT and Trustees.
* Keep accurate and up to date records and all documentation pertaining to meetings / contact with children and young people and their families.
* Evaluate the impact on parents/carers through attending parenting and similar courses.
* To liaise with the Local Authority’s attendance improvement team, ensuring that actions are taken in line with the code of conduct for attendance.
* Devise attendance action plans, regularly reviewing and monitoring impact
* In consultation with other partners contribute to actions/ interventions where there is concern about a child’s welfare and attendance.
* Work with parents/ carers and students to promote the benefits of excellent attendance at school, ensuring positive attendance is celebrated regularly within the academy
* Support staff to be vigilant in monitoring attendance patterns of students in their class, ensuring they understand and are supported to carry out their responsibilities
* Carry out daily register checks, ensuring register codes are accurate
* Attend relevant meetings and training in relation to the role
* Keep regular contact with staff in the academy and other multi-agency professionals as appropriate to the family. Develop effective working relationships with students and their parents/ carers, other adults and partner organisations to facilitate the successful development and delivery of parenting support.
* Combine working at a range of other sites, e.g. attending meetings off site
* Work at times as part of a multi-agency delivery team, working with facilitators from health, education, social care, voluntary services etc.
* Use skills, knowledge, experience and imagination to identify innovative approaches to engage and work with parents/ carers to improve outcomes for children, young people and their families as part of the academy’s wider early intervention and partnership work.

Support for the Academy

* Plan workload in negotiation with the Academy’s SLT and Designated Safeguarding Lead. The post holder is expected to work in a climate of change and needs to be responsive and adaptable. May be required to work out of hours from time to time
* Be aware and comply with health and safety policies and procedures relating to safeguarding young people, security and confidentiality, reporting any concerns to the named person.
* Work closely with the behaviour manager and DSL’s as part of the safeguarding team to share and review cases where concerns arise.
* Be aware of and implement the Ascent Academies’ Trust equality policy.
* Contribute to the overall aims and ethos of the Academy and the Trust
* Attend and participate in regular academy meetings as directed.
* Participate in training and other related activities as required by the head teacher.
* To act with integrity, honesty and kindness in all communication with all stakeholders
* Agree to undertake any other duties which may be reasonably required or construed as forming part of the remit of this post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Adele Pearson

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