

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**POST TITLE:** Attendance, Early Help and Family Liaison Officer

**SALARY:** Band 6

**RESPONSIBLE TO:** Head Teacher

**Overall Objectives of the Post:**

To work as part of a multidisciplinary team across the whole school to support children and families with a range of pastoral issues.

This role requires experience of working with parents/carers and other agencies.

This role is key in terms of learning, achievement and inclusion.

**Key Tasks of the Post:**

* Provide support for vulnerable pupils who are reluctant to attend school.
* Deliver intervention programmes as required.
* Promote independence and resilience and employ effective strategies to engage children and families in school life.
* Provide support for pupils transferring to the school from the primary sector.
* Track and monitor the attendance of vulnerable pupils.
* Carry out home visits to families.
1. ***To support parents, carers, children and families, you will:***
* Build positive relationships with pupils and families.
* Become a mental health champion.
* Lead on Early Help.
* Attend and contribute to multi-agency meetings.
* Liaise with the full range of relevant agencies.
* Be aware of appropriate signposting procedures and agencies that can support resilience and mental health.
* Assist with the monitoring and tracking of the attendance of vulnerable groups, putting in place appropriate intervention and support.
* Clerical/admin support e.g., dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making initial contact with parents, sending out letters and scheduling meetings with parents.
1. ***To provide support for the school, you will:***
* Comply with and assist with the development of policies and procedures.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
* Maintain all records.
* Provide support and advice to parents and carers.
* Liaise with the senior leadership team/SENCO in relation to vulnerable pupils.
* Take responsibility for personal development to maintain an up-to-date awareness of legislation and practice issues and deliver training relevant to post.
* Being part of the duty team.
* Contribute to staff training in relation to supporting SEMH.
1. ***To provide support for the staff, you will:***
* Support pupils’ access to learning using appropriate strategies, resources etc.
* Take lead role in the development and implementation of appropriate behaviour management strategies.
* Administrative support e.g., dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.
1. ***To provide support for the curriculum, you will:***
* Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post. You will be expected to work flexibly to meet the needs of the school as directed by the Head Teacher/ Deputy Head Teacher.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

Reference: KM/CL

Date: 21.11.22