Home/School Liaison Officer
(36½ hours per week, term time)

Job Purpose
- To work with students, parents, school staff and outside agencies to ensure the attendance of students across the school.
- To address barriers to learning for a targeted group of individual students in order to enable them to achieve their full potential including ensuring access to study support and out of school activities as required.
- To signpost support for families in need.

1. Main duties and Responsibilities
- To carry out home visits to support families/children, providing outreach support to families in line with academy procedures on the basis of priorities and needs that the Filter Groups have identified.
- To help families/children access other services, referring where appropriate and communicating regularly with academy staff and other agencies ensuring that follow-up work is done and all concerned are well informed.
- To help to improve attendance and late arrivals by monitoring and offering assistance 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. This includes signposting activities and support to engage students in education and reduce barriers to learning.
- To initiate appropriate action in the case of serious absentee offenders.
- To liaise and work with other professionals including the MASH, Police, Social Services, Housing, Health and any other statutory and voluntary organisations.

2. Principal Responsibilities
- To advise and assist parents/carers to maintain regular school attendance and good behaviour and signpost support for them.
- To support the Pastoral Team and communicate clearly to staff, students parents/carers the attendance procedures and expectations of the school.
- To collate attendance data to enable identification and tracking of students and encourage them into school.
- To arrange / attend meetings with parents and maintain accurate recording of all telephone conversations and meetings.
- To monitor whole school attendance and punctuality, sending out attendance letters and following up where appropriate.
- To produce weekly / half termly reports for Senior Staff and Governors.
- Monitoring, tracking and assessing a cohort of students.
• Developing and maintaining links with parents/children and Local Authority MASH team
• Promote healthy living, assisting the Academy Nurse ensuring appointments are kept and parents give consent to attend.
• Completion of Termly Register Reviews.
• Monitoring and ensuring correct Attendance Codes are entered in Tutor Group / Class Registers and CMIS.
• To work with designated groups of students to improve attendance.
• To contribute to other office duties during term time as directed by the Office Manager.

Supervision:
Supervising Officer & Line Manager