



NORTHGATE
High School

Family Liaison Officer Job Description



Job Title: Family Liaison Officer

Responsible to: Assistant Headteacher, Attendance Officer

Grade: 3

Role purpose: To improve the attendance of students in danger of becoming, or who are classified as, persistently absent and to ensure that they attend school to receive a suitable education

Roles and Responsibilities:

Supporting the School Ethos

1. Play an active role in safeguarding students and maintaining our safeguarding culture
2. Promote the values and vision of the school, developing a culture of high expectations and personal responsibility
3. Support the consistent implementation of school policies, approaches and expectations
4. Promote high standards of behaviour, discipline and personal appearance amongst students for whom responsibility is held.
5. Promote Spiritual, Moral, Social & Cultural Development (SMSC), British Values and students' personal development

Main Duties

1. To work with Heads of Year, Attendance Officer and the SLT to improve the attendance of students at risk of or below 90% – the threshold for Persistent Absence
2. Establish and maintain positive relationships and engagement with parents/carers through regular home visits and school attendance meetings
3. To support parents/carers in meeting their responsibilities regarding the education of their children
4. To work with the EWO and other external agencies who are working with students who are classified as persistent absence
5. To support the Attendance Officer in the administration and routines of daily attendance
6. Keep up to date records of interventions being used and data that demonstrates the impact
7. To support the wider work of the Pastoral Team, including the Community Mentor scheme
8. To carry out welfare checks for on students, as directed by the SLT, Attendance Office or Heads of Year.

Other

- 1.** Ensure that Health and Safety Regulations are complied with. Comply with school policies for example Safeguarding, Data Protection and e-safety
- 2.** Ensure that confidentiality is observed at all times
- 3.** Ensure that lone working procedures are followed when visiting homes
- 4.** This job involves local travel to the homes of students: business insurance is essential on personal car insurance policies
- 5.** This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to help the postholder undertake this new/varied work.

Decisions Made

The majority of decisions expected of this post are taken within established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, as appropriate, bring the matter to the attention of their line manager.