



Hadrian Learning Trust

**JOB DESCRIPTION**

<b>Post Title:</b>	Family Liaison Officer	<b>Director/Service/ Sector:</b>	Children's Services
<b>Band:</b>	Band 4	<b>Workplace:</b>	QEHS/HMS (HLT)
<b>Responsible to:</b>	Assistant Headteacher Student Standards, Support & Inclusion	<b>Date:</b>	March 2024
<b>Job Description Ref:</b>	To work as directed by the AHT SS and Student Support Coordinator to support the attendance of vulnerable students in school		
<b>Resources</b>	Staff	Not Applicable	
	Finance	Not Applicable	
	Physical	Shared responsibility for classroom equipment and materials.	
	Clients	Relevant School pupils	

**Duties and key result areas:**

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**Support for Students**

- Monitor attendance for all vulnerable (Keep in View students) in school
- Meet regularly with these students to build relationships and understand barriers to attendance
- Set and maintain attendance targets for these students
- Establish productive relationships with students, acting as a role model and responding to the needs of each individual child
- Communicate with school staff on behalf of the student, liaising with heads of year regarding necessary adjustments and support
- Make daily contact with most vulnerable students to encourage attendance
- Build constructive relationships with parents and carers to enable clear communication to support attendance at school
- Ensure that the content and delivery of the mentoring sessions is tailored to the needs of individual students
- Liaise with external agencies and parents when appropriate to coordinate support for students
- Develop positive and constructive relationships with parents and families
- Attend meetings with parents and external agencies, including where necessary and appropriate, in the family home
- Maintain clear and accurate records of all interventions for students



- Work closely with other school staff to understand patterns of attendance and absence and conduct regular home visits
- To have knowledge of wider agencies and organisations and additional support available
- Collect students for school where required
- Any other duties as directed by Assistant Headteacher

#### Support for the Teacher

- Monitor and evaluate students' responses to interventions and provide supporting data of impact i.e. evidence of improved attendance
- Develop positive working relationships with teaching and support staff
- Communicate attendance of key students with other school staff and discuss concerns and action plans
- Support teachers with restorative work with students where necessary to improve attendance
- Assist in the development, implementation and monitoring of systems relating to student attendance and reintegration
- Provide administrative support for staff specifically relating to attendance:
  - Dealing with correspondence
  - Analysis of attendance data
  - Compilation of data
  - Making telephone calls

#### Support for the School

Comply with all trust policies

- Work in such a way as to positively promote the ethos and vision of the school
- Participate in training and development, and activities that contribute to the management of performance
- Assist with the management of students outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and members of the school's leadership
- Attend and participate in regular meetings
- Assist in the development multi agency contacts to support the learning and development of children
- To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### Work Arrangements

Transport requirements:	The post holder will need to be able to drive and use their own vehicle for work purposes, including occasionally transporting students
Working conditions:	The post holder will work at times in the community as well as in the school buildings

#### PERSON SPECIFICATION

Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
Very good numeracy and literacy skills (Level 2);  Knowledge of relevant policies including safeguarding, health and safety, data protection etc.	HSAW First Aid Certificate or equivalent;  Related teaching or mentoring qualifications  Training and qualifications related to working with young people with social, emotional and behavioural needs	(a), (i), (t)
<b>Experience</b>		
Working with children of the relevant age  Working with children and young people  Basic clerical skills  Administration experience	Supervising small groups of children  Counselling skills  Experience of working in the school environment.  Experience of working with young people with difficult behaviour  Experience of working in a school	(a), (i)
<b>Skills and competencies</b>		
Ability to relate well to young people and adults.  Effective ICT skills  Ability to complete admin requirements to a high		



<p>standard including the use of Microsoft Office</p> <p>Ability to use other types of learning technology:</p> <ul style="list-style-type: none"> <li>• Photocopying</li> </ul> <p>Understanding of codes of practice and recent relevant education issues;</p> <p>Good understanding of the principles of child development and the learning process</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p> <p>Outstanding interpersonal and communication skills</p> <p>Ability to work with a diverse range of individuals</p>		
<b>Physical, mental and emotional demands</b>		
<p>Can demonstrate emotional resilience.</p> <p>Self-motivation.</p> <p>Ability to manage change and to adapt to unexpected demands and resilience to working in challenging environments</p> <p>Ability to assess priorities and manage competing deadlines</p>		
<b>Other</b>		
<p>Willingness to participate in training and personal development.</p> <p>Positive attitude and high energy when approaching your work</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits