



Merefield School

Post Title:	Attendance and Family Liaison Officer Fixed term until 1st April 2026
Hours:	20 Hours per week, term time only plus 5 INSET days.
Grade:	Band G
Accountable to:	Headteacher and the Governing Body
Line Manager:	Deputy Headteacher

Job Description Attendance and family liaison officer.

Merefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role is classified as 'Regulated Activity'. It is a criminal offence to apply for this role if you are barred from working with children or adults. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and relevant care/safeguarding legislation and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure & Barring Service (DBS). A Barred List Check will be carried out prior to any offer of employment being made.

Job Purpose	<p>To facilitate the educational partnership between home, school, wider school community and other agencies, by support, liaison and negotiation; and where conflict arises to act as a facilitator in finding successful resolutions.</p> <p>To lead on monitoring and improving the attendance of all pupils, in partnership with the Pastoral Lead.</p> <p>To support the School with any behaviour issues and support with re-integrating pupils back into classes where needed.</p> <p>To act as Deputy Designated Safeguarding Lead.</p>
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Main Duties

Attendance and Family Liaison Officer	<ul style="list-style-type: none"> To run small group and 1:1 session's with vulnerable pupils identified by the school. Actively promote the School's vision, aims and objectives. Comply with all School Policies and Procedures. Commit to the safeguarding and promoting of the welfare of children and young people. Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. Attend relevant school meetings, as well as any other relevant meetings associated with this role. Meet with staff, pupils and parents to identify problems and possible solutions. Complete administrative tasks such as writing up case notes, sending letters to parents, preparing school reports and building a rigorous evidence base of intervention. To hold monthly parents, carers meetings and events throughout the year. Monitor the attendance of all pupils, run interventions, work with families and staff to improve the attendance of pupils. To ensure website, social media and other means of communication are regularly updated. Any other reasonable duties as required by the Headteacher or Senior Leadership Team.
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General Duties

Admission

- To assist with the induction of new vulnerable pupils, in conjunction with the Pastoral Lead and Headteacher.

- To co-ordinate the induction processes for new vulnerable pupils, to ensure that the needs of transitioning pupils are effectively met, this will include active participation in the sharing of key information with staff teams through support plans and other plans.

Attendance

- To monitor and track all pupil's attendance to ensure their regular attendance at School and to take further action through letters and meetings if needed, in conjunction with the Senior Leadership Team.
- To take supportive/remedial action in respect of individual absentees, to secure their regular attendance.
- Monitor and record the outcomes of planning with parents/pupils to improve attendance, maintaining efficient and contemporaneous notes and records.
- To advise and assist parents and pupils to reduce pupils' absenteeism, and to provide liaison between pupils, the school and/or parents to secure pupils' regular attendance at school, including assisting in identifying problems of which a pupil's irregular attendance may be a symptom.
- To report to Pastoral Lead and work closely to secure better outcomes for children and young people.

Family, Community, and Multi Agency Liaison

- To work directly with children and their families in the community, within in school and conducting home visits, in order to promote, strengthen and develop the relationship between parents/carers, children and young people and the school.
- To help develop and sustain collaborative links with relevant agencies, practitioners and parents in order to support children/young people and their families.
- The Attendance and Family Liaison Officer will be required to work across school sites to develop, plan and participate in programmes of work with parents/carers and children, both individually and in groups.

KEY ACCOUNTABILITIES

- To provide advice and guidance to staff regarding attendance processes and provide regular training to support staff on Policy and Procedures.
- Liaise with staff regarding pupil referrals to the Educational Welfare Officer(s).
- Maintain accurate student attendance and lateness records.
- To make visits to pupils' homes on attendance matters, and to discuss with pupils and parent's solutions to the barriers to learning they are experiencing, which is adversely affecting their attendance.
- To deal with any unanticipated problems independently, when in the absence of members of SLT.
- With guidance from the school, to ensure such problems which are outside the remit of the Family Liaison Officer are referred to an appropriate alternative agency to ensure that advice and expertise is available.
- Follow up children and young peoples' absences and lateness by telephone or other means, on a daily basis along with admin staff.
- Identify individuals and/or groups of pupils' that require additional support to improve their levels of attendance and punctuality and to take the lead on raising standards.
- In liaison with the Pastoral Lead, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
- Establish and maintain positive and productive relationships with all students, parents/carers, colleagues and other professionals including Local Authority and Childcare Service and Social Care, to develop and maintain these professional relationships.
- Provide accurate and regular attendance and lateness reports to relevant colleagues, to

	<p>the Senior Leadership Team and Governors.</p> <ul style="list-style-type: none"> • Liaise with outside agencies, parents/carers, social services, local authority and/or organisations in relation to information on student attendance and punctuality. • Report any welfare and/or child protection concerns as per the School Policies and Procedures. • Take on the roles and responsibilities as determined by existing and successive legislation that may have an impact upon the role. • To work directly with the relevant individual student/tutor/pastoral/keyworkers/learning mentors to assist in the multi-disciplinary approach adopted at the schools. • To keep the Headteacher fully informed about such matters as fall within the remit of the Attendance and Family Liaison Officer. • To develop links with and utilise the resources of the community by effectively signposting and encouraging the access of all appropriately identified services. • To promote an atmosphere in which parents/carers are encouraged to take responsibility for meeting the needs of their children. • To track and keep up to date all records. • Attendance at relevant meetings and update/maintain relevant reporting systems. • Keyworker of identified pupils. • Transporting students to enrichment activities in the day and after school on occasions, where necessary.
<p>This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>The Governors and the Headteacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.</p>	

Merefield School
Person Specification: Attendance and Family Liaison Officer.

	Essential	Preferred
Skills	<ul style="list-style-type: none"> • Ability to work effectively within a team environment, and under own initiative • Ability to build effective working relationships with all pupils, families, professionals and colleagues • Ability to promote a positive ethos and role model positive attributes • Good personal numeracy and literacy skills • Good ICT skills including the use of Microsoft Office programmes, Google Suite, emails • Have highly developed interpersonal skills with the ability to communicate well and develop effective relationships/partnerships with parents, pupils and other professionals • A flexible approach to all aspects of the role. • Be aware of other peoples' needs and show an ability to offer genuine support • Experience of child protection policies and KCSIE. • Excellent written and verbal communication skills, including the ability to present to a range of audiences 	<ul style="list-style-type: none"> • Good organisational skills • A wide knowledge of the continuum of need at all age levels • Experience of working with attendance management programmes such as SIMS or Arbor. • Previous experience of managing attendance • Ability to plan, implement and evaluate individual teaching programmes for children with special education needs
Knowledge and understanding	<ul style="list-style-type: none"> • Awareness of and commitment to adhere to DfE attendance strategies and guidance. • Awareness of inclusion within a special school setting • Effective use of ICT to support learning • Understanding of other basic technology – printers, photocopier, iPads, laptop, 	<ul style="list-style-type: none"> • Knowledge and understanding of national curriculum and other basic learning programmes/techniques (within SEN sector, working with young people who have significant Special Educational Needs.) • Able to prepare resources to support learning programmes
Qualifications and training	<ul style="list-style-type: none"> • Minimum 2 years experience in a school • GCSE/O Level Maths and English Grade C or above (equivalent) • Willingness to participate in relevant training and development opportunities • Displays commitment to the protection and safeguarding of children and young people. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. 	<ul style="list-style-type: none"> • Hold a degree or equivalent level 4/5 qualification • Evidence of recent continuous professional development • Willingness to undertake appointed person certificate in first aid administration • Willingness to support pupils during swimming sessions • Able to drive the school minibus and/or car
Professional values and practice	<p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful 	

	<p>relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</p> <ul style="list-style-type: none"> • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers • Able to improve their own practice through observations, evaluation and discussion with colleagues 	
Behaviour Management	<ul style="list-style-type: none"> • Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary. 	

Signed (AFLO):

Signed (Headteacher):

Review Date:

Date:

Date: