



**MEADOW
PARK
SCHOOL**



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Home School Liaison Officer	Salary: Grade 5 (pro rata to hours/weeks worked)
Location:	Meadow Park School	Hours of work: 37 per week TTO plus 1 week

Job Purpose

To support children whose education is at risk due to attendance related issues. To help families improve their children's access to learning and enable all children and young people to maximise their educational opportunities, to take particular note of attendance issues with vulnerable groups especially Looked After Children, SEN, FSM/PP, EAL and to take appropriate action as necessary. To assess need, plan interventions, implement effective action and evaluate outcomes against agreed objectives, whilst involving service users in decisions where possible and appropriate.

- To investigate the reasons for students' absence from school and take appropriate action to secure regular attendance, reducing persistent absence and increasing whole school attendance to above 95%.
- To implement the school attendance management procedures and policies – providing advice and guidance as appropriate and as required.
- To develop and maintain high quality pastoral relationships with students with an attendance of 95% or below intervening early to reduce number of students falling below 95%.
- To contribute to wider pastoral support for young people.

Duties and Responsibilities

- To promote good attendance across school and put in place appropriate rewards relating to attendance.
- To monitor attendance daily and initiate actions to pre-empt declining attendance: chase up registration marks & adjust as necessary, phone calls, letters, home visits, referrals to other agencies etc
- To support and work directly with families and students to improve attendance.
- Meet regularly with the SLT lead to discuss actions & next steps.
- To gain a knowledge of students through school records, discussions with staff and personal observation.
- To identify those students in need of support by reason of their behaviour, absence from the Academy, other secondary or primary school, family dysfunction, disability, social or emotional needs or any other special educational needs.
- To establish and maintain good links with parents / carers through home visits and support, and relay information where appropriate.
- To maintain accurate and up to date information relating to attendance or incident logs for all students and sharing information where relevant.
- To liaise with other external agencies when appropriate
- To prepare clear, concise and accurate reports as necessary including weekly updates for SLT and half termly for Governors.
- To maintain appropriate, accurate and up to date records (digital and paper). Use of computerised database.
- To identify students requiring a Fixed Penalty Notice and undertaking appropriate paperwork and initiate prosecution proceedings following current statutory guidance.



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- To work with families to agree attendance targets, draw up plans/intervention. Monitor and action as required.
- To provide reports and attend case conferences, reviews and to represent the school in court cases as required.
- To be willing to be flexible in attending relevant meetings to accommodate parents / carers availability.
- To assist staff to safeguard students through joint work with partner agencies on matters of attendance. To comply with the school's Safeguarding Procedures, including regular liaison with the Designated Safeguarding Lead, Leadership Team and Governing Body as necessary.
- Line manage and supervise appropriate support staff.
- Any other duties as within the scope and spirit of the job purpose, the title of the post and its salary grading.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's Equal Opportunities Policy.

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