

School Name: Acklam Grange School
Post Title: Family Liaison Officer (Attendance Focus)
Salary: Grade F 8-11, £26,824- £28,142 (actual salary £23,176 - £24,135)
Responsible to: Headteacher
Assistant Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To strengthen the link between home and school by supporting families and students to overcome barriers to learning, with a particular focus on improving attendance and punctuality. The role ensures every student has the opportunity to thrive in a safe, inclusive, and supportive environment.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

ATTENDANCE MONITORING & INTERVENTION:

- Track and analyse attendance and punctuality data daily.
- Identify patterns of absence and implement targeted interventions.
- Work closely with the Attendance Lead, Inclusion Manager, Education Welfare Officer, Attendance and Welfare Administrator and pastoral team to reduce persistent absence.

FAMILY ENGAGEMENT & SUPPORT:

- Build positive relationships with families to address attendance concerns.
- Conduct home visits where appropriate to understand challenges and provide practical solutions.
- Signpost families to external agencies and community resources for additional support.

STUDENT SUPPORT:

- Work directly with students to gain student voice, understand barriers to attendance and develop strategies for improvement.
- Promote positive attitudes toward school and learning.
- Be committed to the safeguarding and promotion of the welfare of children and young people

COLLABORATION & COMMUNICATION:

- Liaise with teachers, Year Leaders and Assistant Year Leaders, Safeguarding Leads, and external agencies to ensure a coordinated approach.
- Attend multi-agency meetings and contribute to action plans.

REPORTING & COMPLIANCE:

- Maintain accurate records of interventions and outcomes.
- Prepare reports for senior leadership and governors on attendance trends and progress.
- Ensure compliance with safeguarding and confidentiality policies.
- When required, complete all required legal paperwork, including Attendance Case Conferences (ACC) and Leave of Absence (LOA) documentation.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school and trust
- Participate in training and other learning activities and performance development as required

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.