



Family Liaison /Attendance Officer Job Description

Post Title:	Academic Intervention Mentor
Reporting to:	The Headteacher and The Governing Body.
Responsible to:	The Assistant Head, Pastoral and safeguarding
Remuneration and hours of work:	Hours of Work: Monday to Friday 8.30 am to 4.30 pm (4.00 pm finish on a Friday). 37 hours per week. 39 weeks per year, including Inset Days. OS9 Grade 9 (Scale Point 23-24). Full-Time Salary SCP 23-24 £35,570-£36,581 (£18.44-£18.96 per hour) Actual Salary £31,286 - £32,175 Pro Rata
Duration of post:	Permanent Post.
Overview:	• To support pupil and school improvement by putting into practice appropriate strategies to support young people who are failing to maintain high levels of school attendance and/or exhibit behaviour that reduces their educational opportunities and life chances. • To ensure relevant and accurate attendance statistics are maintained by analysing data to benchmark and plan appropriate interventions to improve Ulverston Victoria High School's attendance. To support the Deputy Headteacher and to support and assist in developing the School's attendance improvement plan. • To work with Parents/Carers, Integrated Children's Services and maintain high levels of Pupil Attendance.
Main Core Duties/ Responsibility For:	• To undertake day to day case work so as to improve levels of school attendance, and to ensure parents are aware of their legal responsibilities to secure regular attendance at Ulverston Victoria High School or other organised provision. • To develop strong working relationships with young people and their families using diplomacy and enthusiasm, to support and challenge as appropriate so as to reduce student non-attendance and exclusion from Ulverston Victoria High School. Undertake home visits as necessary to support this. • To liaise with the local authority representatives and co-ordinate work relating to pupil attendance. Use appropriate skills to undertake joint child and family support work related to access to education with members of Children's Services when required. • To ensure relevant accurate statistics are maintained and analysed so as to provide benchmark data for the planning of intervention to improve school attendance. • To contribute to whole school initiatives to improve Ulverston Victoria High School's attendance and, if required, supporting other Ulverston Victoria High School staff with Early Help Plans and Education Health Care Plans. • To establish clear communications with parents and develop firm working relations with Ulverston Victoria High School staff and other external professionals, so as to ensure appropriate and speedy outcomes for the young people concerned. • To work with pastoral and inclusion initiatives (Safeguarding Forum) to ensure co-ordination and clarity in interventions with individuals so that outcomes are attainable and appropriate for the young people concerned.



	• To maintain regular and accurate casework notes. Develop attendance action plans for individual pupils with specific attendance concerns. Prepare professional reports. Attend and contribute to meetings with Pastoral team and other planning meetings. • To prepare legal reports and files in preparation for Local Authority legal action. • To develop links and liaise with relevant external educational personnel to ensure continued professional development. Ensuring Ulverston Victoria High School is updated with national policies, procedures and legislation relating to attendance. • To work with the Schools Attendance Administrator and Admission Officer to positively and actively promote positive attendance across Ulverston Victoria High School. • To undertake such other related duties as may from time to time be required by the Head Teacher compatible with the role and grade for example, duties in and around school.
Responsibilities:	As with all staff, you will be expected to: • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all. • To attend and participate in relevant meetings as required. • Contribute to the overall ethos/work/aims of the school. • To participate in Performance Management and Appraisal and Review arrangements. • Appreciate and support the role of other professionals. • Participate in training and other learning activities and professional development as required. • Carry out any reasonable task as requested.