



## JOB DESCRIPTION

<b>Job Title:</b>	Student and Family Engagement Officer
<b>Grade:</b>	Pass 5 point 9-14 - term time only (£26,409 - £28,624) pro rata [Pro rata salary - £24,412]
<b>Reports to:</b>	Senior Leader responsible for Attendance and the Attendance Manager

### Main purpose of the Role

To work with students, parents/carers, staff, and external agencies to improve student engagement and attendance

### Core Responsibilities & Tasks

1. Promote a whole school approach to attendance and devise strategies and action plans for students whose attendance is falling.
2. Input attendance data and investigate any missing data, maintaining accurate attendance records using the schools MIS.
3. Communication with 'attendance at risk' cohort prior to the school day starting.
4. Responding to student absence with phone contact, followed up with home visits and/or meeting with parent/carers in the college.
5. Contact with parents / carers over all aspects of attendance including written correspondence when required.
6. Monitor the attendance of cohorts of students and have regular case supervision with the Attendance Manager.
7. Analyse attendance information and data to identify and work with students and families who have poor attendance or are at risk of developing poor attendance.
8. Identify attendance issues and patterns of absence / lateness.
9. Work with the Attendance Manager to liaise with students who are transferring into the school to promote the school ethos of regular attendance (transition).
10. Support, promote and facilitate home / school relationships.
11. Work with parents/carers to offer practical support and advice/guidance around establishing morning/evening routines within the home.
12. Work in partnership with external agencies to support attendance initiatives, campaigns and liaise with external agencies in relation to student attendance issues.
13. To work with pastoral teams to respond to students concerns when in school and work with them to remove any future barriers to school attendance.
14. To work with pastoral teams to assist with students' reintegration following a period of absence.
15. Refer to EWS and work closely with the EWO. Issue penalty notices for holidays and unauthorised absence.
16. To undertake safeguarding training and be a part of the safeguarding team for the school.
17. To attend meetings, including with external agencies, to support the pastoral and safeguarding needs of the children and their families (e.g., EHAT, Child Protection, Child in Need, PEP, LAC).



18. To support children in particular vulnerable groups and monitor support plans for these children.
19. To support with punctuality to school and lessons.
20. To collect students and bring to school when necessary.
21. To be trained as a first aider.

#### **Further Responsibilities**

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the College's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the College's appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

#### **Additional Notes**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the College, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check would be requested on successful application to the position.