



Home – School Liaison Officer - JOB DESCRIPTION

Reporting To: Attendance Manager	Payscale: TEAL Associate Staff Pay Scale, Point 11
Job Purpose: To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.” The post holder will report directly to the Attendance Manager responsible for Attendance. Your main role as Home - School Liaison Officer is to promote positive attendance and behaviour along with effective working relationships with the families in the community the school serves	
Key Responsibilities: Specific	
• To assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance records. • Promote good attendance inside and outside of school using a variety of methods • Collaborate work with the attendance and pastoral teams to reduce the % of PA (persistent absentee) and lateness to school. • To keep appropriate staff up to date with information. • To attend inclusion and pastoral meetings. • To maintain constructive relationships with parents/ carers when exchanging information, facilitating support for their child’s attendance, access to learning and supporting the school and community links • To work collaboratively with a range of staff including DSLs, LSC manager, SEND and House teams to be proactive in reducing potential attendance and pastoral issues before they arise. • To make unsupervised contact with families in response to first day visits and other pastoral concerns • To ensure there is a rigorous and routine approach to punctuality in liaison with the house teams and home. • To support the pastoral teams with identifying patterns of behaviour and absence that are of a concern to reduce their barriers to learning. • Work with House teams to identify pupils in need of support • Be an integral part of the pastoral team supporting House Teams with more challenging behaviours • To work with the EWO, parents and house teams to reintegrate any pupils after any periods of absence. • To support the EWO with legal paperwork for prosecutions. • To take an active role in the reporting of Child Protection issues. • To play a full part in the life of the school community, supporting its policies and practices. To play a key role in the parental voice and liaison activities at Open Evenings, Progress Evenings and other similar events where appropriate. • To work as a member of the pastoral and attendance team and contribute positively to effective working relations within the school by attending all relevant meetings and engaging in the professional development cycles. • To make referrals to external provisions and agencies to support pupil’s welfare and attendance • To support with the collection of pupils at key times in particular during external examinations • To maintain excellent record keeping	
Key Responsibilities: General	
The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT. The post holder will be expected to work within TEAL and the schools’ policies and procedures and uphold the organisation’s values and vision. The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit. TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others. The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).	
The key competencies and behaviours commensurate with this post are identified overleaf.	



Ethical Behaviours Charter

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	• Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	• Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	• Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	• Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	• Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.