

The South Wolds Academy and Sixth Form



Attendance & Family Liaison Officer Application Pack

September 2022



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Dear Applicant

Attendance and Family Liaison Officer

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our "culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that "pupils achieve well within a culture of high ambition" and "teachers have high expectations of what pupils can achieve". We are looking for someone who can make a major contribution to our great school and further enhance our students' experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and statement (no more than two sides of A4 in Calibri 11) explaining:

- How your training and experience to date have prepared for you this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

This statement should be completed instead of answering question 6 on the application form.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Monday 19th September 2022.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application.

If you have any queries then please contact Jo Egglenton by phone or email jegglenton@southwolds.notts.sch.uk

Yours sincerely

Halina Angus
Head Teacher



Job Description

1. Title of Post:	Attendance and Family Liaison Officer
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2. Accountable and Responsible to:	Assistant Head Teacher - Attendance and Pastoral
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3. Grade:	Scale 5
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4. Main Purpose of the Job:	
1.	They will take a lead on reducing absence by working proactively and relentlessly with students and their families to promote the highest levels of attendance.
2.	To ensure all students attend school regularly and overall school attendance is above 95.5%
3.	To develop monitoring processes to highlight attendance issues on a daily/weekly/half termly/termly/annual basis.
4.	To conduct home visits and truancy sweeps where concerns about attendance have been identified.
5.	To develop and deliver interventions that remove barriers to non-attendance and prevent poor attending students becoming persistently absent, ensuring every student identified as PA has an attendance and engagement plan that clearly details the actions, targets and review dates to be achieved within an agreed time scale and monitor.

5. Main Responsibilities of the Job:	
1.	<p>To be the public face of the Academy's work on reducing absence by tirelessly promoting good attendance with parents, staff and students. Take every opportunity to ensure that all students, parents and teachers understand the link between good attendance and high attainment. Specifically:</p> <ul style="list-style-type: none"> ● use student notices, assemblies and tutor time to promote good attendance; ● ensure that parents/carers are communicated with using as many appropriate mediums as possible; ● with the AHT - Pastoral ensure good attendance is regularly celebrated and rewarded; ● attend parental information evenings to promote good attendance.
2.	<p>To identify students whose attendance is a concern and to work proactively and relentlessly with all relevant parties to ensure that robust and timely action is taken to immediately improve their attendance. Specifically:</p>

	<ul style="list-style-type: none"> • identify students whose attendance is becoming a concern (immediate and longer term); • engage parental support with parents/carers by letter, phone and in meetings – escalating as appropriate; • meeting with individual students to help them improve their attendance, including identifying any barriers to learning and proactively dealing with these before they arise; • to engage the support of external agencies and other staff in school in improving individual students' attendance; • to undertake home and school visits (with appropriate support when necessary) as agreed with senior leaders; • in agreement with the AHT- Pastoral request that the LA issues Penalty Notices in line with academy policy.
3.	<p>To monitor the attendance of vulnerable groups of students (Disadvantaged, SEND, LAC, BME, Part Time and Alternative Provision); intervening early and co-ordinating support where necessary in line with academy attendance procedures:</p> <ul style="list-style-type: none"> • Meet with AHT Pastoral fortnightly to look at patterns and develop interventions; • Utilise attendance tracking reports in SIMS and FFT Aspire Attendance Tracker to monitor patterns and trends.
4.	Work with the Vulnerable Support Lead to transition students successfully back into school using county-specific guidance.
5.	Be the first point of contact for any parent/carer who has an issue with regard to attendance and safeguarding.
6.	Identify and contribute to best practice, both internally and externally, in home/school liaison.
7.	<p>To complete relevant administrative tasks related to attendance:</p> <ul style="list-style-type: none"> • produce information relating to attendance patterns for Senior Leaders, Staff and Governors; • minute meetings held in school with families who are at risk of referral due to low attendance.
8.	Monitor the attendance of students whose holiday request has been turned down, or who have prolonged absence without an accepted reason, to produce evidence to allow NCC to fine parents.
9.	Run a daily late gate in school to challenge and engage students arriving after the registration bell.
10.	To liaise with the designated colleagues for child protection as set out in the child protection policy
11.	To keep up to date with SIMs and SchoolComms training.
12.	To understand the requirements of GDPR and other legislation to ensure that the confidentiality of records and information is maintained.
13.	To maintain a current first aid certificate in order to support the First Aid officer in providing first aid to all students.
14.	To undertake lunchtime duties as directed.
15.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Person Specification	Essential	Desirable
An absolute commitment to taking every possible step to remove all obstacles (specifically attendance) that will prevent any student being safe, happy and successful at South Wolds	Yes	
Demonstrate an understanding of (and empathy with) the issues that may affect a student's ability to attend school	Yes	
An ability to form positive relationships with all students	Yes	
Training, qualifications or experience in working with Children or Young People and their families.	Yes	
Excellent awareness of child protection and safeguarding policies.	Yes	
Able to communicate effectively (in writing, on phone and in meetings) in order to develop an effective partnership that will work together to improve attendance	Yes	
Ability to communicate effectively with children and adults at all levels.	Yes	
The ability to work alone or as part of a team.	Yes	
Holds full UK driving licence (or equivalent) and has own transport	Yes	
Basic computer skills (Word, Excel, Powerpoint, Email and Internet use)	Yes	
The ability to analyse data.	Yes	
The ability to manage conflicting priorities	Yes	
The ability to maintain confidentiality	Yes	
Awareness of GDPR	Yes	
Demonstrate a knowledge of attendance regulations.		Yes
Current first aid at work certificate		Yes
Familiarity with Sims.net school software		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff