

JOHN SPENCE COMMUNITY HIGH SCHOOL
Support Staff Job Profile

1. **POST** Home School Liaison Officer
2. **Grade 7** (Term Time Only 22 hours / 3 days per week - actual Pro Rata'd Salary £12,962- £14,061)
3. **POSTHOLDER**
4. **Line Management**
Accountable to: Headteacher
Assistant Headteacher
5. **Job Description**

The Home School Liaison Officer supports the work of the school in addressing issues of school attendance and education welfare. We require outstanding attendance from our students and we achieve this principally through the work of the HSLO in conjunction with the pastoral team.

The post involves the provision of contact, information, advice, guidance, support and encouragement, as required, to parents, students and other schools and agencies, as appropriate. The post holder will require transport, as a significant feature of the job involves making home visits to follow up on extended and/or unauthorised absence as well as other school concerns.

Daily links with Heads of Year and the School Office regarding absence and subsequent follow-up are required.

The successful candidate will be expected to liaise effectively with parents/carers, representatives from the LA, the EWS, the Front Door and other appropriate services, as well as with equivalent colleagues in neighbouring schools. Familiarity with and use of ICT, mainly the SIMS/Discover system for recording and analysing attendance patterns is desirable, although training can be provided.

The successful candidate must have:-

- Good communication, interviewing and listening skills
- Ability to relate to and empathise with a range of clients
- Ability to exercise authority appropriately
- Knowledge of relevant educational legislation
- Ability to demonstrate common sense, respond in a pragmatic way, make decisions and deal with problems as they arise
- A professional, non-judgemental and tactful approach
- Access to a car for work purposes

Main Duties

- Monitor attendance and punctuality for all students on a daily basis and to contact parents/carers regarding any unexplained or unauthorised absence each morning

- Liaise with parents/carers and visit student homes to discuss attendance, punctuality and welfare issues, establish reasons for non-attendance and setup and implement Attendance Action Plans to facilitate a return
- Develop and organise attendance incentive schemes to promote and celebrate achievements
- Be aware of policy on lone working and health and safety issues and consult with appropriate senior staff before visiting a family home
- Deliver work for students absent due to illness or exclusion
- Liaise closely and communicate clearly with appropriate members of staff and other agencies for the sharing and gathering of information, being aware at all times that this may be confidential or of a delicate nature.
- Keep clear and concise records of all meetings and to write any other reports i.e. annual action plan and summaries, as required for the school
- Record and report back to the Head of Year and the DSL outcomes of all meetings attended
- Use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers, governors and other professionals
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others

In addition, the Home School Liaison officer shall be responsible for

- Checking students whereabouts within school
- Issuing follow up letters if no response to calls
- Updating SIMS (daily and weekly) including for those students in Alternative Provision
- Escorting poor attendees into school
- Liaison with other agencies (YOT, Social Services, EWS, SST, etc)
- Network meetings (EWS) for the sharing of information and good practice
- Preparation of court statements, attendance at court and also acting as a witness (Fast Track)
- Weekly meetings with Heads of Year
- Preparation/word processing of statistics for LA, EWS and Governors
- Preparation and word processing of letters for lateness and poor attendance
- Updating and monitoring of case sheets
- Mentoring students with attendance issues
- Providing attendance data for Looked After Children
- Pupil Report information
- Attendance Notice-board information for form tutors and Heads of Year
- Attending Care Team Meetings
- Referrals for Penalty Notices
- Pastoral Support Meetings

JOHN SPENCE COMMUNITY HIGH SCHOOL
Person Specification

Post Home School Liaison Officer

Scale Grade 7 (Term Time Only 22 hours / 3 days per week - actual Pro Rata'd Salary £12,962- £14,061)

Person Specification – Education Welfare Officer			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> • An understanding of the education system • Knowledge of relevant education legislation and of the Children Act • Knowledge of child protection issues • To recognise and understand the reasons for non-school attendance • To have an understanding of partner agencies referral procedures and constraints • Excellent written and verbal communication skills • Ability to work in a demanding environment and meet deadlines • Ability to exercise authority appropriately • Ability to write complex reports and Court papers • Ability to work in multi-agency environments 	E E E E E E E E	A I
Qualifications and Training	<ul style="list-style-type: none"> • Current NVQ level 2 in English and Maths or equivalent and willingness to work towards NVQ level 4 or degree equivalent in relevant discipline/job role • Access to a car for work purposes 	E E	A
Experience	<ul style="list-style-type: none"> • Previous experience as an Home School Liaison Officer or related profession • Previous experience of dealing with members of the public • Experience of working with young people • Experience of understanding of local government and other public services as they relate to children and families 	E E E	A I
Disposition	<ul style="list-style-type: none"> • Good interpersonal and oral communication • High level of patience and sensitivity 	E E	I A I