



Family Liaison Worker - Attendance Support– Grade 6

Core Purpose:

- To work with students and families across the school to support high standards of attendance.
- To support the Designated Safeguarding Leads in providing high quality and effective safeguarding and pastoral support
- To build positive relationships with parents/carers and provide family support as needed either as part of multi-agency plans or school agreed actions

Key duties

- Motivate and support pupils including those who are particularly vulnerable, disadvantaged and/or disaffected.
- Work with students whose attendance is a concern, providing practical support to improve attendance and outcomes for the young person, undertaking home visits, collecting students or building trusting relationships to support their transition into the Altus School where attendance is an issue.
- To assist in the transition of identified students into new school or post 16 placements e.g. taking on visits, follow up support.
- To build and maintain effective working relationships with vulnerable families, providing advice, support and guidance to parents/carers when dealing with difficulties at home.
- To be a first point of contact for some families to facilitate positive engagement and communication with school.
- To complete referrals and liaise with a range of professionals to support the identified needs of students and families.
- Work as part of a multi-agency team under the direction of the DSLs to provide targeted support and intervention.
- Keep accurate records of work completed as part of the child's school or safeguarding records.
- Keep abreast of current practice and undertaking training as required.
- Provide appropriate support to students in venues other than the school.
- Support the ethos of the school, upholding the Code of Conduct and all agreed policies.
- To undertake any other reasonable duties requested by the Head Teacher or designated member of staff.
- Promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed rigorously

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as requested by the Director or senior leader

Person Specification

Essential:

- Level 2 Literacy and Numeracy qualification
- Level 3 qualifications
- Significant experience of working with children and young people with complex needs
- Ability to work independently in a range of settings and at times unsupervised.
- Ability to relate well to both children and adults
- Ability to remain calm and empathetic under pressure or when supporting challenging behaviours
- Good organisation and interpersonal skills.
- Ability to work in an inclusive and non-judgemental way.
- Understanding of SEND and other barriers to learning that young people may face
- Good understanding and use of technology e.g. internet, email, Microsoft office
- Experience of working with children and young people
- Ability to work effectively within a team
- Knowledge and understanding of safeguarding procedures and processes
- **Driving license and willingness to drive students/ families**

Desirable:

- A relevant, recognised qualification e.g. Diploma in Childcare, NVQ Level 3 for Teaching Assistants, HLTA qualification
- Knowledge and understanding of the SEND Code of Practice
- Knowledge of appropriate interventions or strategies to support students' SEMH needs
- Other relevant training e.g. Team Teach, first aid