

Job description

Job Title:	Family Liaison & Wellbeing Officer
Salary Scale:	Lighthouse Scale 19 - 25
Gross Salary:	£25,481- £29,577 (FTE based on 37 hour working week) £23,011.30- £26,710.31 (Actual Salary amount, pro-rated)
Hours of Work:	1.0 Full-Time 37 hours. Term Time (38 weeks) plus 15 days = 41 weeks
Accountable To:	Principal
Reports To:	Deputy Principal (Designated Safeguarding Lead)

Job purpose

- To be responsible for overseeing and coordinating Early Help, Attendance and Family Engagement across the school
- To support the Deputy Principal to proactively support attendance across school

Main duties

- Carry out appropriate administrative duties as required by the Principal / Deputy Principal
- To play a key role managing attendance within the school
- To be the first point of contact / intervention for attendance issues, including for students, parents and external agencies.
- Cooperating with the DSL and Safeguarding Team within the school regarding all safeguarding matters
- Support in the creation of, be familiar with, understand and apply the school's Attendance and Early Help policy
- Refer cases to Educational Welfare, Early Help and other outside agencies or to support and facilitate staff in making referrals
- Refer (in consultation with key staff) cases for penalty notice or prosecution as required
- Liaise with Deputy Principal/Principal, local authority officers and other relevant agencies/parties in relation to attendance issues and concerns
- Undergo and regularly update attendance training to ensure the appropriate level of knowledge and skill is maintained
- Work with Deputy Principal to ensure that all staff are appropriately trained and that training is updated, and that records of this training are kept
- Work with Deputy Principal in maintaining, reviewing, developing and improving school attendance systems and procedures, including the MIS database (Scholarpack)
- Keep up to date with developments relevant to the role in line with Government Guidance and ensuring staff are always aware of updates
- Assist the Deputy Principal with raising awareness of attendance policies, issues and requirements as appropriate in line with government guidance as amended from time to time

- Provide cover for Reception staff as required
- Attend internal meetings (e.g. safeguarding meetings, pastoral executive meetings, TAC meetings, EHCP reviews, staff meetings, line meetings) and external meetings e.g. CIN, EWO, team around the family, meetings with parents etc. – as and when required
- Undertake all other appropriate duties as directed by the Deputy Principal to support and ensure the school fulfils its safeguarding responsibilities
- Undertake the role of Educational Visits Coordinator for the school.
- Ensure EVOLVE is up-to-date and compliant.
- To coordinate and support the Early Help Team liaising with the Safeguarding Officer as required
- Liaise with and work alongside outside agencies as required
- Work with and support the Key Stage coordinators and wellbeing teams as required, including liaising with class teachers and parents
- Provide opportunities for students to discuss issues 1:1
- Oversee School Counselling, Young Carers, External Mentoring and children's society and any other relevant whole school interventions
- Liaise with Key Stage coordinators, Safeguarding Officer, SENCo, Wellbeing Coordinator regularly
- Assist as required with the effective running of inclusion and pastoral systems
- Provide support and care for students as needed
- Advise and assist parents/carers to maintain regular school attendance of their children
- Communicate clearly to parents/carers the attendance procedures and expectations of the school
- Collect and analyse attendance data to enable early identification of issues and tracking of student attendance
- Quality assuring daily attendance data onto the Scholar Pack Management System for accuracy
- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers and external agencies
- Monitor and track whole school attendance and punctuality and to send out letters where appropriate
- Produce termly reports for the Principal and Governing Body
- Monitor and track the attendance of groups of students, particularly those designated as "disadvantaged"
- Develop and maintain links with parents/children and the local authority's Educational Welfare Service
- In conjunction with the Wellbeing Coordinator conduct home visits to support attendance
- Monitor and ensure that correct attendance codes are entered in class registers and on Scholar Pack
- Schedule and attend school-based meetings with parents/carers as necessary

Wellbeing Tutor

- To participate and assist with the development of individual autism interventions in conjunction with appropriate colleagues.
- To develop and lead intervention groups to promote student wellbeing

- To assist relevant staff with the planning and delivery of activities assisting with ensuring that all pupils are able to access a stimulating, pleasant and safe environment.
- To work with individual pupils, pairs or small groups including form as directed by teaching staff
- To lead delivery of PSCH and Wellbeing Curriculum as timetabled
- To assist with the maintenance of records and data recording for pupils in all areas of the curriculum including intervention logs
- To line manage and appraise, monitor the work undertaken and model good practice at all times
- To work to ensure good relationships are in place with colleagues, partner organisations, pupils and parents/carers
- To work as part of a multi-disciplinary team
- To provide mentoring for students and measure impact of intervention
- To contribute to the EHCP planning and documentation for each student from Y7

Behaviour and Safety

- Supervise students as required during play and mealtimes, encouraging appropriate behaviour consistent with the school's Behaviour policy
- Coordinate (in conjunction with Safeguarding Officer) and supervise arrival and departure of students at start and end of school day
- To cascade appropriate strategies to relevant staff and check progress of strategies and interventions through intervention logs.
- To effectively remove barriers to learning and develop replacement strategies
- Encourage good relationships between students at all times
- Contribute to a safe, purposeful and stimulating environment for students, rooted in mutual respect
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Responsible for the Health and Safety of self and others
- Responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- To coordinate and attendance campaigns with Key Stage Coordinators
- In liaison with training manager, coordinate related subject matter training
- To provide support and guidance to school Early Help Practitioners
- To liaise with SENCo, LA Health, Safety and Wellbeing team and other relevant professionals
- To attend Operational Management Team and Coordinators Team meeting as required
- To coordinate a regular attendance team meeting
- To work with Key Stage coordinators to support attendance
- Work collaboratively as part of a team and provide help and support to other team members.

- Participate in any relevant meetings/professional development opportunities at the school as appropriate
- identify opportunities for working with colleagues and sharing the development of effective practice with them
- To support the effective running of the school by ensuring the policies and procedures are understood and followed
- Cover for absent colleagues as appropriate

Professional development

- Regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues
- Be responsible for improving your practice through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Participate in professional development by undertaking training opportunities as appropriate to the post holder
- Participate in scheduled supervision and line management meetings as appropriate.

Safeguarding Children and Vulnerable Adults

- Lighthouse School has a statutory and moral duty to ensure that the School functions with a view to safeguarding and promoting the welfare of children and young people studying at the School. The post holder will be required to commit to the School's safeguarding policy and promote a safe environment for children and young people learning within the School. All posts are subject to an enhanced disclosure and barring service (DBS) check, however having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.
- Responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Equality and Diversity

- All employees of Lighthouse School are required to promote Equality and Diversity in all aspects of the job. Specifically, the post holder will be required to support the School meeting the general Equality Duty under the Equality Act 2010 to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Health and Safety

- It is the responsibility of all employees to co-operate with the School's management in meeting the objectives of providing a healthy and safe place to work. There all staff must carry out their work with reasonable care for the health

and safety of themselves and other people. All staff should comply with the School's Health and Safety Policy.

- Responsible for the Health and Safety of self and others using protective and reactive strategies including positive handling techniques

Other

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Principal and by the line manager or other member of staff acting on their behalf.

The above responsibilities are not an exhaustive list and the post holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time. Changes to this document will be made in consultation with the post holder.

Signature of Post Holder: _____ Date: _____

Signature of Principal: _____ Date: _____

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs inc. English and Maths • Designated Attendance training completed or a willingness to complete training • Early Help training 	<ul style="list-style-type: none"> • Prevent training • Safeguarding training • Attendance training
Experience	<ul style="list-style-type: none"> • Experience of undertaking a range of clerical duties • Experience of working with young people • Experience of Microsoft office applications & other Management information systems 	<ul style="list-style-type: none"> • Previous experience of attendance work in a educational setting • Experience of working with young people with ASC • Experience of, or willingness to learn, a range of computer applications
Knowledge	<ul style="list-style-type: none"> • Knowledge of attendance systems in educational settings • A basic knowledge of the work of a school 	<ul style="list-style-type: none"> • Knowledge of school attendance systems and processes • Basic knowledge of school Safeguarding policies and procedures
Skills	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Ability to prioritise effectively • Proven excellent written and verbal communication skills • Good IT skills • Ability to work in an organised and methodical manner 	<ul style="list-style-type: none"> • Ability to produce accurate and up-to-date records and reports as required • Able to drive and access to a vehicle to attend off site meetings

	<ul style="list-style-type: none"> • Ability to convey information clearly and accurately • Ability to maintain efficient record keeping • Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc. • Ability to take personal responsibility for organising day to day targets • Ability to demonstrate basic keyboard skills for accurate computer input and retrieval • Ability to work effectively as part of a team • Ability to work in a discreet, confidential and sensitive manner 	
<p>Attitude</p>	<ul style="list-style-type: none"> • Ability to work within a team • Ability to mediate between staff, students, parents and external agencies • Sensitivity to the needs of young people • Ability to work with young people from different social, cultural and ethnic backgrounds • To be positive and encourage young people to be positive • To be able to manage own time and that of others 	<ul style="list-style-type: none"> • Ability to influence solution focused attitudes in others • Ability to see the positive in the difficult situations that sometimes arise in attendance

	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge 	
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Closing date for applications:	
Contact:	Principal 0113 284 4263