



Job Title:	Home Liaison Officer
Hours of work:	30 hours per week, Mon – Fri term time only
Scale:	Scale 4, points 7 - 11
Actual Salary:	£13812 - £14951
Start date:	September 2022

We are looking to appoint a colleague with the commitment, personal drive, enthusiasm and energy to improve levels of attendance at Blessed Edward Oldcorne Catholic College.

We are a vibrant, supportive and successful community committed to ensuring the best for the young people in our care.

Attendance at school plays a key role in the success of students so you will play a significant role in our mission to continually look to improve student outcomes.

Main purpose of role:

- Promote and support high levels of attendance. Promote a positive attendance and punctuality culture
- Form strong relationships with students and their parents/carers
- Focus on those students with less than 90% attendance
- Establish and maintain part time timetables
- Focus on those students at alternative provision

Specific responsibilities:

- Daily contact with AP providers to check attendance for these students
- Daily contact with students not in school and not timetabled to be at AP
- Daily contact with our partner schools for managed move students
- Setting up monitoring visits for AP
- Home visits for non attenders below 90% and meeting with parents for those below 90% with action plans to improve attendance
- Reporting CME
- Home visits for students causing concern – no contact or already a low attender 90%
- Bringing students into school from home if necessary
- Setting up part time timetables and maintaining records for these

- Checking students' attendance and ringing daily for the days and times they are not due in to check on them
- Setting up reintegration for students who have had a sustained period of time off for whatever reason

Responsibilities shared with Attendance Officer:

- Liaising with Heads of Year and SLT
- Meet with SLT CC KM weekly to update data and case loads
- Attend all meetings as requested
- Complete court documents and EIS referrals
- Data analysis for SLT and other groups such as governors when needed
- Keeping records of letters sent and meetings up to date for tracking
- Work with the safeguarding team
- Liaise with a range of outside agencies and attend meetings
- Complete aspects of other attendance role if staff absence occurs
- Cover for late gate and late room when needed
- Complete training to stay up to date on legislation
- Undertake any further reasonable requests made by the Headteacher or SLT

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references and an Enhanced Disclosure and Barring Service check.

Signed:

Date: