

Kent County Council

Job Description: *School Liaison Officer*

Directorate:	Children, Young People and Education
Unit/Section:	PRU, Inclusion and Attendance Service (PIAS)
Grade:	KR7
Responsible to:	Area Education Lead (South Kent)

Purpose of the Job:

To be an advisory point of contact for schools and multi-agency partners with the aim to improve the attendance of statutory school aged children who are persistently or severely absent, in line with the Department for Education's guidance 'Working together to improve school attendance.

Main duties and responsibilities:

- Facilitate termly conversations in mainstream, special and independent schools as well as pupil referral units, providing both strategic and operational guidance to help improve school attendance.
- Represent the Local Authority as an adviser on matters related to school attendance in multi-agency forums such as Child Protection Conferences and District Contextual Safeguarding Meetings.
- Facilitate and deliver presentations at termly attendance network meetings with groups of schools to share national and local guidance updates, raise awareness of attendance related processes and promote the sharing of good practice.
- Lead on investigations of individual cases of persistent or severe absence which may result in statutory legal intervention. Prepare witness statements for Magistrates court proceedings and appear as a witness if necessary.
- Undertake home visits to families to determine whereabouts of children who may be missing from education. This may include Gypsy Roma & Traveller families as well as families where English is an additional language spoken.
- Analyse local data to identify priority schools which may require more targeted support from the Local Authority.
- Provide training on attendance related themes to governing board and partner services such as Early Help, Social Care, School Health and Housing.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *School Liaison Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ Level 4 or equivalent and/or relevant experience.
EXPERIENCE	<ul style="list-style-type: none"> A solution focused approach to children and young people who are experiencing barriers to regular school attendance. Experience with Gypsy, Roma and Traveller (GRT) families as well as families where English is an Additional Language (EAL). Skillful in rapidly establishing and maintaining professional and productive relationships with schools. Experience of working within or alongside a multi-disciplinary context.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent interpersonal and negotiation skills. Ability to facilitate access for parents to services which may help to improve their children's attendance. Able to provide professional support and advice to schools on improving the attendance of children and young people. Effective in communicating with schools, parents and multi-agency practitioners in written formats. Ability to maintain, collate and report statistical information as well as keep accurate records. Competent use of Information Technology. Flexibility to adjust working hours and arrangements where required, to meet business needs.
KNOWLEDGE	<ul style="list-style-type: none"> Robust understanding of child protection and safeguarding requirements. Working knowledge of data protection regulations (GDPR). Good understanding of the legal framework relating to school attendance including up to date national guidance. Knowledge of the way in which schools operate as well as the wider political, legal and educational landscape. Evidence of continued professional development.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make

	<p>Our values enable us to build a culture that is:</p> <ul style="list-style-type: none">Flexible/agile - willing to take (calculated) risks and want people that are flexible and agileCurious - constantly learning and evolvingCompassionate and Inclusive - compassionate, understanding and respectful to allWorking Together - building and delivering for the best interests of KentEmpowering - Our people take accountability for their decisions and actionsExternally Focused - Residents, families and communities at the heart of decision making
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