

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	Education Inclusion Manager (East 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' guidance.

Main duties and responsibilities:

1. 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.
2. Represent the Local Authority as an expert adviser on matters related to school attendance and inclusion including at both informal and formal school attendance meetings and at multi-agency forums.
3. 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.
4. 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.
5. 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.
6. Analyse national and local data to identify priority schools which may require more targeted support from the Local Authority. Liaise with internal services as well as external agencies such as Housing, Health, and the Police to identify and help remove barriers to attending school.
7. Provide training on attendance related themes to school governing boards 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, young people and families who are experiencing barriers to regular school attendance. Experience working 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. • Previous experience of working within or alongside a multi-disciplinary and inter-agency 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 appropriately with schools, parents and multi-agency practitioners in written and oral formats. • Ability to maintain, collate, report and interpret 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 and suspensions, 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 to quickly acquire multi skills related to the functions of the PRU, Inclusion & Attendance Service.

**KENT VALUES
AND CULTURAL
ATTRIBUTES**

Kent Values:

- 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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making