



DEBDEN

PARK HIGH SCHOOL

Debden Park High School, Willingale Rd, Debden,

Loughton, Essex IG10 2BQ ☎: 020 8508 2979

Executive Headteacher: Christian Cavanagh

Head of School: Helen Gascoyne

www.debdenparkhighschool.org

11 – 18 Mixed Comprehensive On Roll: 1058



Attendance Liaison Officer
September 2022
Essex PayScale 7 pt. 17-24
£25,927- £29,174 plus inner Fringe
Full Time Term time only

In Debden Park High School “**leaders have successfully established a school where high aspirations and excellence are the norm, and where pupils and staff enjoy coming to work.... The buzz, enthusiasm and energy from staff at all levels is palpable**”. Ofsted January 2017

We are looking to appoint a committed, experienced, Attendance Liaison Officer. You will engage with families to assess the reasons impacting on the attendance of individual students, ensuring that parents are made fully aware of their statutory responsibilities. You will also require an understanding of the laws surrounding attendance and compliance.

The successful candidate will be someone who has the ability to work on their own initiative, have good organisational skills and work well under pressure. You will need excellent interpersonal and communication skills and be able to deal firmly and authoritatively with parents/carers. The role will require the candidate to promote a positive attendance and punctuality culture. You will be able to use data to identify patterns of absence of individual students and ensure this information is available to staff. You will provide direct support for parents/carers of students with attendance issues. You will be required to follow-up on students' absences in order to improve attendance, communicate effectively and build relationships with families, staff and outside agencies.

Experience of working with families and home visits would be an advantage. The successful applicant will hold a valid driving licence to carry out home visits. .

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

For further information or an application form please email donna.james@debden-tkat.org or call 02084181202.

Closing Date: Thursday 14th July