

POSITION DESCRIPTION

POSITION TITLE	PARENT LIAISON/ATTENDANCE OFFICER Years 7-9 Years 10-12
Role Specific Responsibilities	<ul style="list-style-type: none"> • Enrolment and Exit Processes • CASES21 Administration • VASS Administration • Administrative Support
Time Fraction/ Fortnightly Hours	0.5 EFT – 19 hours Additional hours are not required for this position
Days and Hours	Days to be determined with the incumbent in line with other duties (Monday to Friday 8:00am – 4:06pm)
Breaks	Tea Break – 15 minutes Lunch Break – 30 minutes (to be taken between 11:00am – 2:00pm)
Reports to	Assistant Principal Year 8/9 Hub Assistant Principal Year 10/11/12 Hub
Accountability	Performance management is the responsibility of the: <ul style="list-style-type: none"> • Assistant Principal Year 8/9 Hub • Assistant Principal Year 10/11/12 Hub
Qualifications and Experience	

RESPONSIBILITIES
Parent Liaison
<ul style="list-style-type: none"> • Work cooperatively as a member of the Learning Hub Teams to ensure consistently high expectations are kept that support teaching and learning • Triage issues relating to student learning and welfare referring them to the appropriate person (Hub Coordinator, Leader, AP, Wellbeing) • Act as a liaison between the College and families • Maintain accurate records of interactions between the relevant parties • Responsible for following up with relevant staff to ensure timely response to the family's enquiry • Report any issues/concerns to the Principal • Ensure the College is seen as responsive by keeping records of interactions with parents that require follow up • Engage in support meetings with students and families at risk of disengagement
Attendance
<ul style="list-style-type: none"> • Generate reports on absenteeism, send SMS messages to parents/carers, advise and follow up with teachers, and document relevant information on Compass • Generate a 'Daily Attendance Report' every morning and provide to all teaching staff and deputy principals and advising teachers of amendments to attendance records due to late notification.

- Collect and coordinate data to determine and document reasons for absences by students chronically absent, monitor student programs, and provide information to teachers and school leaders where necessary, liaising with DET staff to address issues relating to students experiencing problems that prevent their engagement at school
- Monitor attendance as a means of increasing awareness of students experiencing problems, and to allow for intervention before such problems get out of hand, and provide this information and advice to assist teachers with managing students with non-attendance issues
- Forge links between the school and families of students who show persistent absence from school to encourage students' continuous attendance at school, assist teachers addressing these barriers to school attendance, and contribute to the development and implementation of strategies and procedures to counter causes of school non-attendance.
- Identify barriers to students attending school and achieving outcomes by referral to appropriate support services, especially students at risk (at home or in the school environment).
- Monitor attendance in Compass and follow up with Hubs on reporting and currency of data
- Maintain databases around attendance processes

Suspensions

- Maintain databases around suspensions processes
- Support the completion of required suspension paperwork
- Liaise with the Hub Teams and Principals on any issues or changes with suspension process and documentation

Administrative Support

- Administrative support as required
- Attend Hub meetings where required
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.

General expectations of all staff

- Complete yard duty as rostered
- Establish and maintain effective working relationships with co-workers, leaders, students and the general public
- Perform duties in an efficient, professional and courteous manner in accordance with the College Values, the Victorian Public Sector Code of Conduct and all local policies and codes of conduct
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures and staff policies and protocols
- Pursue personal development of skills and knowledge necessary for the effective performance of the role
- Other duties as requested by the Principal or Business Manager

Child Safe Standards

- Uphold the Bairnsdale Secondary College Statement of Commitment to Child Safety
- Adhere to the Bairnsdale Secondary College Child Safe Code of Conduct
- Support the establishment and maintenance of a Child Safe environment