



JOB DESCRIPTION

POST TITLE: TAC & Family Engagement Lead - Mortimer Community College

GRADE: Band 6 SCP 22

RESPONSIBLE TO: Deputy Headteacher (Pastoral)

RESPONSIBLE FOR:

Main Objectives of the Post:

The TAC & Family Engagement Lead is responsible for delivering, coordinating and quality-assuring the full Team Around the Child (TAC) process, ensuring that pupils with emerging, persistent, or severe needs receive integrated, multi-agency support. The role leads all TAC meetings, documentation, assessments, agency liaison, referral pathways and review cycles.

Simultaneously, the role provides intensive family-facing support, including home visits, early intervention, multi-agency engagement, attendance recovery work, and removal of practical/emotional barriers affecting a child's education. This combined model ensures end-to-end continuity, in line with:

- The TAC process and required paperwork
- Early Help practice frameworks (multi-agency, preventative, holistic support)
- DfE statutory expectations on persistent and severe absence (barrier-focused, family-centred, data-led, multi-agency practice)
- Safeguarding duties in *Keeping Children Safe in Education* (information sharing, escalation, professional curiosity)

Key Tasks of the Post:

The postholder will:

Initiate & coordinate TAC meetings

- Arrange Initial TAC Meetings when concerns arise and Full TAC Reviews at the intervals agreed within the TAC framework.
- Ensure meetings follow a structured, child-centred and solution-focused approach.
- Prepare and circulate agendas, gather written professional reports, and ensure required information is available.

Chair and direct TAC discussions

- Lead TAC meetings to ensure all partners contribute effectively.
- Keep the meeting grounded in the TAC document structure, including:
 - "What are we worried about?"
 - "What needs to happen?"
 - Defined actions, owners, deadlines, and progress indicators.

Complete all TAC documentation

- Ensure clear, accurate, comprehensive minutes capturing:
 - worries
 - needs
 - agency contributions
 - agreed actions
 - review timelines



- Ensure TAC plans record:
 - Attendance % at each meeting and review
 - Review outcomes
 - Ensure TAC is in place before escalations

Information Gathering & Assessment

The postholder will:

Complete the statutory TAC checklist before every meeting

This includes consultation with:

- School Attendance Officer
- Safeguarding Officer/DSL team
- Pastoral Staff
- SEND Team
- Parent/Carer & Child
- School Nurse/Health
- Any other external agencies.

Review safeguarding data

- Conduct a detailed CPOMS review of historic and current concerns before each TAC meeting.

Capture mandatory TAC views

Complete the required TAC sections:

- **School View / Assessment (worries + required actions)**
- **Parent/Carer View / Assessment (worries + what needs to happen)**
- **Student View / Assessment (worries + what needs to happen)**
- **Outside Agencies' View / Assessment (worries + recommended actions)**

Identify patterns of concern

Analyse:

- attendance
- medical
- anxiety/SEMH
- behaviour
- safeguarding
- unmet needs

Attendance Coordination & Severe Absence Work

Identification of concern

- Identify pupils whose attendance shows persistent or severe decline and ensure TAC is initiated or escalated as required.

Work closely with Heads of Year and Attendance Team

- Co-design and monitor attendance improvement plans for high-risk pupils.
- Lead and review attendance-based actions within TAC plans.

Analyse attendance regularly

- Record and review attendance % at each TAC meeting.
- Ensure targeted strategies are implemented and reviewed in accordance with the TAC paperwork.



Family Engagement, Early Help & Home Visits

The postholder will:

Build family relationships

- Provide sustained, relationship-based support to families experiencing barriers (anxiety, health, routine, SEMH, medical issues).
- Undertake home visits to gather information, support parents, and reinforce engagement.

Early Help Assessment

- Lead or contribute to Early Help Assessments, maintaining a holistic family-support approach.
- Support families through Early Help processes and signpost relevant services.

Support reintegration

- Assist children returning from medical, anxiety-related or long-term absence through TAC-agreed reintegration plans.

Liaison

External Agency Referrals, Liaison & Tracking

The TAC & Family Engagement Lead will manage all referral pathways linked to TAC, including those in the TAC document and those used within wider early-intervention systems.

Mental Health / Wellbeing services

- Emotional Resilience Team
- Health Minds / MHSTs (Mental Health Support Teams)
- CAMHS Tier 2 & Tier 3
- Lifecycle Service

SEND & Specialist Education services

- Educational Psychology (EP)
- SEND Services for specialist input or statutory consideration.

Family & Community services

- Young Carers Services
- Bright Futures
- Key Communities
- Matrix (risk, substance misuse, targeted support)

Youth Justice & contextual safeguarding pathways

- Youth Justice Service (YJS) for emerging risk of offending or anti-social behaviour.
- Apply exploitation risk tools and missing protocols where required

Health & medical services

- School Nursing
- GP / Paediatrics for medical evidence and clinical liaison.

Responsibilities

- Make timely referrals with appropriate consent.
- Track outcomes and chase progress.
- Update TAC plans accordingly.



Safeguarding Responsibilities

Aligned with *Keeping Children Safe in Education* statutory expectations:

- Perform thorough CPOMS checks prior to TAC meetings.
- Record concerns accurately and escalate to DSL immediately.
- Follow safeguarding thresholds regarding exploitation, truancy, or missing risk indicators.
- Ensure TAC documentation remains compliant with safeguarding and GDPR requirements.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive, and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SH/JH

Date: May 2026

