

## Job Description

KEY INFORMATION	
Post title:	Attendance Support Worker
Grade:	Grade 4
Responsible to:	Attendance Officer
Responsible for:	N/A

OVERALL PURPOSE OF JOB
The Attendance Support Worker will work alongside key staff to reduce levels of unauthorised absence, promote whole school attendance strategies and to work with identified students and families to improve levels of attendance.

MAIN DUTIES AND RESPONSIBILITIES	
1	To work closely with parents/carers and students to improve levels of attendance and remove barriers to learning
2	Ensure that any unexpected absence is picked up early
3	To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, the Pastoral Team, SLT and parents/carers
4	To undertake home visits for identified students and where appropriate, to collect students from their home if they are struggling to attend school
5	To follow the trust's Attendance Policy and also make contact by telephone / text or conduct a home visit for the most vulnerable
6	To keep accurate records using the school's recording systems
7	To contribute to the completion of relevant external documentation, e.g. FEHAs, intervention plans, etc. and communicate with other stakeholders
8	To monitor the attendance of vulnerable groups of students and liaise with the Inclusion / SEN department
9	Make appropriate use of data, including analysis and monitoring of the impact of interventions
10	To support other school staff at attendance meetings as required



11	To support the Attendance Officer with all administration regarding student attendance
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GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	<i>Qualifications above GCSE level, e.g. A levels, a degree or other further qualification (desirable)</i>
Experience	
1	Experience of liaising effectively with a range of stakeholders
2	Experience of managing and maintaining accurate records including effective data recording
3	<i>Experience of working in a school environment (desirable)</i>
4	<i>Experience of working in an attendance role, with children and/or young people (desirable)</i>
Skills/Knowledge/Abilities	
1	Good written and verbal communication skills with the ability to communicate effectively with a range of staff, pupils, parents/carers and other stakeholders
2	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific packages (e.g. SIMS)
3	Ability to analyse and interpret data
4	Excellent accuracy and attention to detail
5	<i>Knowledge of Safeguarding, Child Protection, and Keeping Children Safe in Education (KCSIE) (desirable)</i>
6	<i>Knowledge of inclusive practice (desirable)</i>
Personal Attributes	
1	Ability to work well under pressure and manage competing deadlines
2	Ability to work successfully alone and as part of a team
3	Awareness of the importance of maintaining confidentiality
4	Flexibility with excellent organisational skills and the ability to adapt to changing circumstances



5	Full driving licence and access to a car with business insurance, with the ability to travel to pupils' homes and other locations as and when required
<b>Safeguarding</b>	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check