**Attendance** **Officer and Alternative Provision Coordinator** **-** **Personal** **Specification**

**E** **=** **Essential** **D** **=** **Desirable**

**Measured by: A. Application Form C. Interview B. Test / Exercise D. References**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | | |
| **E**  **D** | * Good level of education and relevant training (5 GCSEs or equivalent including English and Maths). * A relevant degree or other higher-level qualification. | **A**  **A** |

|  |  |  |
| --- | --- | --- |
| **Experience/Knowledge** | | |
| **E** **E** **E**  **E**  **E**  **D** **D** **D**  **D**  **D**  **D**    **E** **E** **E**  **E**  **D**  **D**  **D** | * Experience of working within an attendance role * Evidence of success in improving attendance within a secondary school setting. * Understanding of recent, relevant developments in the legal requirements for school attendance. * Ability to prioritise student attendance actions both on safeguarding and greatest chance of success criteria. * Experience of developing strong relationships with external organisations such as local businesses or Primary Schools. * Experience of successfully working with identified disaffected students, or groups of * Experience of monitoring and recording progress of learners * Experience of forging community/voluntary/parent and partner agency links * Experience of working with young people with SEN or behavioural issues * Experience creating action plans and development strategies. * Experience of working with underperforming members of staff to support and develop their progress with students. * Evidence of working with young people effectively Successful contributions to team work * Innovative approaches to working with students, parents, the local community and multi-agency partners in relation to inclusion, behaviour and reward strategies * Strategies for ensuring equal opportunities for students, staff and other stakeholders * Ability to lead meetings professionally * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students | **A**  **A** **C** **A** **C**  **A** **C**  **A** **C**  **A** **C** **A** **C** **A** **C**  **A** **C** **A** **C** **A** **C**  **A** **C**  **A C**  **A C**  **A C**  **A C**  **A C** |

|  |  |  |
| --- | --- | --- |
| **Skills,** **Attributes** **and** **Abilities** | | |
| **E**  **E**  **E**  **E** | * Excellent all round ICT experience including use of Office applications – excel, PowerPoint, word etc. * Able to work on your own and as part of a team without the need for close supervision. * Experience of organising own workload in order to meet deadlines in a challenging environment. * The ability to keep calm in any situation and to deal with anyone who may be emotional about a given situation. | **A** **C**  **A** **D**  **A**  **A** **D** |

|  |  |  |
| --- | --- | --- |
| **General** | | |
| **E** **E**  **E** **E** **E**  **E** | * Excellent relationships with all members of staff and students. * Respectful towards all staff and students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability * Committed to the principles of the Academy programme * Possess personal integrity, warmth and a willingness to grow and learn Disclosure and Barring Service Enhanced Disclosure * First Aid at Work (or willing to gain) | **D** **D**  **D** **D** **D**  **AC** |