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

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

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

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| **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** |

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| **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** |

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| **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** |

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| **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** |