



Job Description: Attendance Support Officer and Family Support Worker

Purpose: You will manage student attendance, alongside the Attendance Officer, ensuring the academy meets statutory obligations and academy targets in order to contribute to raising achievement. You will carry out and co-ordinate the administration of attendance to improve attendance rates and achieve the highest standard of educational achievement possible. You will build positive, caring relationships with our families and work closely with those who require our support.

Line manage report to: Attendance Officer

Key Responsibilities:

- Assist with monitoring attendance registers and ensuring they are accurate and up-to-date.
- Assist with evidence preparation for court cases, child protection cases and the various support agencies we work with, under the guidance of the Attendance Officer
- Assist with organising the students for 'Hotspot interviews.'
- Assist with preparing data and reports for Senior Staff analysis and the Local Governing Committee and Trust Board.
- Assist with producing letters of concern.
- Assist with producing certificates to praise positive attendance.
- Assist with registers being taken accurately in the event of a Fire Drill.
- Carry out home visits and meetings with parents/carers and students where intervention and support is needed
- Liaise with external support agencies, partners and the Local Authority team to access the right support for families

Person Specification:

- Have experience of maintaining confidentiality and handling matters with sensitivity and discretion
- Have experience of managing a heavy workload and conflicting priorities to deadlines whilst also be able to maintain accurate records.
- Maintain constructive relationships with colleagues, external agencies, parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to academy and community links.
- Be able to work effectively as part of the Pastoral team and make a valuable contribution to the wider running of the school.

Person Specification:

Attendance Support Officer and Family Support Worker

Qualifications and Attainments

4 GCSEs at grade C including Maths and English	Desirable
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Knowledge

Experience of working with children in an education or childcare environment	Essential
Knowledge of DfE attendance requirements	Essential
Knowledge of Academy attendance mechanisms	Essential
Experience of maintaining confidentiality and handling matters with sensitivity and discretion	Essential
Experience of managing a heavy workload and conflicting priorities to deadlines	Essential
Experience of maintaining accurate records	Essential
Experience of resolving complex problems independently	Essential
Experience of building and maintaining effective relationships with others and negotiating effectively	Essential

Skills and Abilities

To be flexible and able to take both a proactive and responsive approach towards the role	Essential
To be a good communicator and be able to present to a wide range of audiences	Essential
To promote equality of opportunity throughout all aspects of Academy life	Essential
To undertake the role with energy, enthusiasm and tenacity	Essential

Attitudes and Beliefs

Commitment to excellence	Essential
Commitment to inclusivity, equality and diversity	Essential
Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential	Essential
Commitment to ensuring a healthy and safe environment and the welfare of children and staff	Essential
Commitment to regular and on-going professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential