**Attendance Officer**

January 2019

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | * 5+ GCSE A\* - G (or equivalent) including English and Mathematics. * A full, clean driving license. | * 5+ GCSE A\* - C (or equivalent) including English and Mathematics. | * Application * References |
| **Knowledge and skills** | * Knowledge and understanding of key government legislation surrounding attendance. * An in-depth knowledge of steps that can be taken to support students in improving attendance. * Knowledge of the social, emotional and mental health needs of young people. * Good ICT skills * An excellent understanding of Positive Discipline. | * Knowledge of the legal process surrounding poor attendance, including fines for parents. | * Application * References * Teaching exercise * Interview and practical activities |
| **Experience** | * Recent experience working in a secondary school. * Experience supporting students to overcome personal barriers to academic success. | * Experience working with a variety of external agencies to support young people. * Experience working within the Attendance team in a large secondary school. | * Application * References * Interview and practical activities |
| **Continuous Professional Development** | * Evidence of commitment to continuing professional development. |  | * Application |
| **Personal Qualities** | * A passion for education and making a difference. * Excellent communicator. * Effective team member. * Drive and determination. * Ambition. * Energy, enthusiasm, sense of humour. * Willingness to contribute to the wider life of the Academy. |  | * Application * References * Interview and practical activities |