

Role	Attendance Support – Maternity Cover
Salary Range	A1-A7 Pro rata- term time only
Accountable to	Attendance Manager
Review	Performance Development Cycle/Impact Study

We are looking for an enthusiastic person with relevant experience and a high level of personal drive and energy, who will be able to contribute to improving the attendance of students.

You will be self-motivated, exceptionally well organised and a good team worker and will play a key role in raising attendance levels of students.

You will possess good literacy and numeracy skills. The ability to work effectively with students and their parents/carers is essential as well as good IT skills and experience of using SIMS.

An enhanced DBS is required for all successful applicants.

Specific Areas of Responsibility

Purpose

- To contribute to raising achievement by improving school attendance.
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make contact with families, with complex needs, in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

Specific to Role

- To support the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of these.
- To maintain accurate attendance registers and records, chase missing registers, monitor registers for accuracy and correct coding, helping to prepare for audits and census.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- To make contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To establish the reason for non attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To support the Attendance Manager to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (Early Help) referrals.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- To provide attendance/punctuality reports for Pastoral Managers in support of case conferences, core groups and any other meetings.
- To liaise and work with other members of the pastoral and attendance teams, as well as other professionals in Police, Social Services, Housing , Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.

- To support the Attendance Manager in using IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals. *with you... for you... about you...*
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.

Person Specification Applicants should be able to provide evidence of their ability to meet the following criteria.

Experience and Knowledge		Essential	Desirable
1.	Highly successful, outstanding practitioner	*	
2.	Excellent communication with a range of stakeholders	*	
3.	Experience in working within a school attendance team/ related service	*	
4.	Qualification appropriate to role		*
5.	Experience of practitioner research		*
6.	Evidence of supporting students to achieve/ impact on students	*	
7.	Effective partnerships with parents/ carers	*	
8.	Driver's Licence and access to a vehicle	*	
9.	School systems and an understanding of issues linked to confidentiality		
10	Demonstrate an understanding of issues that may affect a student's ability to attend school		
Competencies - Personal Qualities, Skills and Attitudes			
11	The highest expectations for students irrespective of personal circumstance	*	
12	Able to anticipate barriers and find solutions	*	
13	To work with others where appropriate to bring about any necessary action or change	*	
14	Ability to write to a good standard of literacy with excellent report writing skills	*	
15	Ability to forge successful partnerships to enhance student attendance	*	
16	Experience of using SIMS effectively and IT systems	*	