

Attendance Support Worker

The Directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	Attendance Manager
Grade	Grade 7 Point 13 £29,064 Pro Rata (Points 13-17-£29,064-£31,022)
Hours /Weeks	32.5 hours, Term Time only Specific hours to be agreed at interview

Key objectives
Job Purpose • The Attendance Support Worker will work alongside the Attendance Manager and key school staff in school to promote excellent attendance, reduce levels of persistent absence and work with children and families to promote high levels of attendance. It is important to: · • Promote and support high levels of attendance • To support students in achieving their full academic potential • Promote a positive attendance and punctuality culture • Form strong relationships with parents/carers

Main duties and responsibilities
To identify and work with individuals and groups of students, using regular attendance checks • To work closely with parents/carers and students to improve levels of attendance • To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers • To work with groups of students to improve levels of attendance • To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate • To undertake home and school visits as designated by the school • To interpret information relating to attendance patterns and to identify key areas of concern for Heads of Year, as well as members of the Senior leadership Team • To ensure all registers are completed and no missing marks or unexplained absences remain

Additional tasks

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate. The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post. All support staff are required to complete a 6-month probationary period during which time, suitability for the post will be assessed.

Essential	Desirable
• Flexibility • Ability to use own initiative • Resourceful, patient and resilient • IT literate • Calm, unflustered manner • Ability to work in a team and alone • Excellent communication skills • Commitment to equal opportunities in service delivery and employment • Flexible approach to supporting children and families • Ability to maintain a professional manner in challenging situations • Confidence to challenge difficult behaviour • Confidence to challenge other professionals	• Enjoys working within education • A friendly manner and good sense of humour • Smart appearance • Ability to work under pressure • A positive attitude to personal development and training • Ability to prepare and write reports and produce factual and statistical information as required • Knowledge of the education system • Experience in working within statutory/voluntary agencies dealing with children and families