

JOB DESCRIPTION

Job Title/Post:	Community Champion Lead
Tenure:	Full time - Fixed Term for 2 years (52 weeks)
Grade:	Scale 27 - £38,220
Responsible to:	Trust Inclusion Leader
Accountable to:	Trust Education Leader
	Responsible for: Community engagement and attendance

Job Purposes

The Community Champion Lead will work with schools, families and community partners to strengthen attendance, family engagement and pupils' sense of belonging. The role will focus particularly on disadvantaged and vulnerable pupils, supporting those at risk of persistent absence and helping to ensure that every child feels connected to school and able to succeed.

Working in close partnership with each school's Headteacher, Senior Attendance Champion, school-based Attendance Officer, pastoral staff and safeguarding leaders, the postholder will provide additional family-facing capacity to support pupils at risk of persistent absence, particularly disadvantaged and vulnerable pupils.

The role will not replace school-based attendance administration or senior leadership accountability for attendance. Instead, it will focus on proactive outreach, home visits, relationship-building, barrier identification, community links, early help coordination and practical support so that families are better able to engage with school and pupils attend more regularly.

A key focus will be supporting schools where attendance remains a concern, particularly Delce Academy, Chattenden Primary School and Elaine Primary School. The role will contribute to improved attendance outcomes, increased family engagement and better educational opportunities for pupils across the Medway Hub.



Specific Responsibilities

- Work closely with school leaders, attendance teams and pastoral staff to improve attendance and reduce persistent absence, particularly for disadvantaged and vulnerable pupils.
- Develop positive relationships with families whose children have poor attendance, providing outreach, early intervention and support to address barriers to regular school attendance.
- Build strong partnerships with local businesses, community organisations and support services to create opportunities and resources that support pupils, families and the wider school community.
- Identify and coordinate appropriate support for families by maintaining strong links with external agencies and keeping an up-to-date overview of available community services.
- Represent the school within the community, promoting the importance of education, attendance and family engagement while strengthening the school's profile and local connections.
- Facilitate and support parent workshops, coffee mornings, attendance initiatives and community events that encourage engagement and strengthen relationships between home and school.
- Work collaboratively with school teams across the Trust to share effective practice and support Trust-wide attendance and engagement priorities.
- Undertake targeted outreach, including home visits where appropriate, to support vulnerable families, improve pupils' sense of belonging and ensure that barriers to attendance are addressed quickly and effectively.

This list is not exhaustive but provides an indication of the key areas of focus. The role is dynamic and will evolve in response to the attendance, engagement and community needs of the school and its families.



PERSON SPECIFICATION

Job Title: Community Champion Lead

Key: AF = Application Form | I = Interview | P = Presentation

Criteria	Method of assessment	Essential / desirable
Knowledge and experience		
Experience of working directly with children, families or communities.	AF / I	Essential
Experience of supporting attendance, family engagement, pastoral support, inclusion or community initiatives.	AF / I	Essential
Understanding of barriers that can affect pupil attendance and engagement and how to make sustained improvement.	AF / I	Essential
Understanding of safeguarding and child protection responsibilities when working with children and families.	AF / I	Essential
Experience of working with parents/carers to address barriers, agree actions and support improved outcomes for children.	AF / I	Essential
Experience of multi-agency working or signposting families to support services.	AF / I	Desirable
Knowledge of school attendance expectations, DfE attendance guidance, Early Help processes, local authority attendance pathways or school attendance systems.	AF / I	Desirable



Previous experience of volunteering or working within the local community.	AF / I	Desirable
Excellent ICT skills, including email, Microsoft Office/Google Workspace and accurate use of school or case-recording systems.	AF	Essential
Skills and abilities		
Good written and verbal communication skills.	AF / I	Essential
Excellent interpersonal, listening and relationship-building skills.	AF / I	Essential
Ability to engage positively with parents/carers, pupils and external agencies, including where relationships with school may be fragile.	AF / I	Essential
Ability to establish and maintain effective working relationships with Headteachers, Senior Attendance Champions, Attendance Officers, pastoral staff, DSLs, SENCOs and Trust leaders.	AF / I	Essential
Ability to work independently across more than one school, prioritise workload and use initiative while contributing effectively as part of a team.	AF / I	Essential
Ability to conduct home visits and community outreach safely, professionally and in line with safeguarding and lone working procedures.	AF / I	Essential
Ability to handle sensitive situations with professionalism, empathy, discretion and resilience.	AF / I	Essential
Ability to maintain accurate, timely and confidential records of contact, support, referrals, actions and outcomes.	AF / I	Essential
Ability to use attendance information and family context to identify patterns, barriers and priority actions.	AF / I / P	Essential



Ability to motivate and influence families to improve attendance and engagement with school.	AF / I	Essential
Ability to facilitate parent workshops, coffee mornings, attendance initiatives or community events.	AF / I	Desirable
Personal qualities and values		
Commitment to improving outcomes for children, particularly disadvantaged and vulnerable pupils.	AF / I	Essential
Passion for community engagement and strengthening partnerships between home, school and the wider community.	AF / I	Essential
Commitment to promoting high levels of attendance, inclusion and belonging.	AF / I	Essential
Commitment to the highest standards of safeguarding and child protection.	AF / I	Essential
Understanding of and commitment to equality, diversity and inclusion.	AF / I	Essential
Understanding of and commitment to GDPR, confidentiality and appropriate information sharing.	AF / I	Essential
Resilience, emotional intelligence and the ability to remain calm and professional in challenging conversations.	AF / I	Essential
Other requirements		
Ability to travel independently between Medway schools and to home/community visits as required.	AF / I	Essential
Willingness to work flexibly where occasional early morning, late afternoon or community engagement activity is required.	AF / I	Essential
Satisfactory enhanced DBS check and completion of all safer recruitment checks.	Pre-employment checks	Essential



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