

Reports To: Principal

Why	Job Summary To be responsible for the support and promotion of pupil attendance and take appropriate interventions where required, in relation to attendance and other issues including family issues, safeguarding etc which impact upon the educational welfare of children and young people.	
What	Main Responsibilities	
	Attendance - To work closely with parents and external agencies involved with persistent absentees and to correspond with parents as appropriate. - To assist in the development of working practices, in line with the Trust policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the school premises and elsewhere. - Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained. - An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.	
	Education Welfare - Liaise and work closely with the Leadership Team, Principal/Head of School, external agencies and other professionals in order to develop effective strategies to improve attendance and reduce unauthorised absence and truancy. - Initiate contact and/or attend meetings, including home visits, with external agencies, staff, parents/carers and pupils in order to provide support. - To take supportive/remedial action in respect of individual absentees to secure regular pupil attendance.	
	Family Support Worker - Develop and sustain relationships with parents, carers and families, forging early links, so that issues affecting attendance are dealt with in the most effective way possible and tracked early. - Empower families to overcome the issues they face and to find sustainable solutions to their problems by providing guidance, information and support to parents/carers about relevant local services including those provided by voluntary and community sectors. - Early intervention for parents/carers of children with social, emotional, health or behavioural issues. Working with parents/carers and all other stakeholders to address issues and improve health and well-being. - In partnership with agencies and Academies, provide all parents with a wide range of information on how to and the benefits of, supporting their children's learning at each age. - Build positive relationships with Academies and the integrated team to promote partnership working. - Work with all external agencies e.g. Social Services, Police etc. to create a culture where all agencies give strong and consistent messages that: - parents/carers are valued partners - parents are the most important influence on their child's future - every parent will need support at some point on their child's life - parenting provision is key to tackling anti-social behaviour and contributing to other social and community objectives - Work with pupils who are under Child Protection and carry out referrals on behalf of families if deemed necessary. - To attend and represent the Trust at all external meetings. - Keep up to date and accurate records and documentation pertaining to meetings and contact with children and families in line with Trusts standards and procedures.	
	Safeguarding - Be the designated Safeguarding Lead. - Carry our referrals and attend external meetings, e.g. CAF, core meetings, Child Protection meetings. - Attend training as appropriate. - Any other duties deemed appropriate to grade and skills.	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive</i>	Supports others to apply the Trust's ethos.
		Participates in Health & Safety working teams.
		Encourage individual and collective responsibility.

	<i>contribution to the ethos of the Trust.</i>	Disciplined, tenacious and pragmatic.	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Take responsibility for cascading to the department up to date knowledge and information about a particular areas.	
		Embedding practice ensures highly effective professional contribution across the academy.	
		Give and receive effective feedback and act to improve personal performance.	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision / managerial and business principles	
		Consults widely and may provide direction to achieve results.	
		Encourages openness and honesty.	
		Does not apportion blame.	
		Understands the impact and implications of projects/activities on own or others areas of the organisation.	
		Fosters positive and productive relationships across the team in order to deliver	
		Sets clear objectives and checking for understanding.	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Sets short term tasks (daily, weekly)	
		Contributes to plans for change	
		Develops own effectiveness in role, adapting to changing priorities	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose	
		Presents complex information and concepts in a way that is simple and easy to understand	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Creatively focuses upon solving the problem. using different techniques/ experience from other areas	
		Responsible for proposing what decisions should be made within the team and what needs to be referred	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
		Deals with problems across departments to achieve resolution	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Essential Educated to GCSE standard or above in English and Mathematics Previous experience of monitoring attendance and reporting Knowledge of Attendance, Child Protection and Safeguarding procedures, legislation and guidance Effective use of ICT including word processing and data inputting skills Desirable Previous experience of working directly with children in an educational setting	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.