

Post Title: Part time Attendance Intervention Worker
Scale: Grade 4

Job Purpose

To deliver a targeted support and early intervention service for children and families, helping them overcome barriers to school attendance. Working collaboratively with teachers and wider school staff including the family liaison team, the role will identify and address factors affecting pupils' participation in education, promote access to the curriculum, and support every child to reach their full potential.

The post holder will be responsible to a school within the trust but will work with the support of the wider family services team and attendance teams based across the trust. The post holder will be predominantly school based but will have a wider remit including working with families and the local community through the use of the Our Family Assessments (Families First/Early Help Assessments).

The post holder will work with a range of vulnerable pupils and families but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Persistently Absent Children
- Looked After Children
- Children who have social care involvement - CIN, CP or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs impacting school attendance
- Challenging behaviour which impacts a child's school attendance and engagement
- Children with a statement of special educational needs (Education, Health Care Plan)

Main Duties and Responsibilities:

Support for Pupils:

- Daily monitoring of pupil attendance, including chasing of pupils who have not been reported, liaison with families and conducting home visits when necessary with the support of a colleague
- Establish productive working relationships with pupils, acting as a role model and setting high expectations around attending and engaging with school
- Analyse and report on pupil attendance data to identify patterns or trends
- To complete home visits to discuss with parents/caregivers and children around barriers to school attendance and to identify strategies for support
- Creating and promoting regular attendance incentives across school to promote positive engagement and attendance at school
- Plan and deliver interventions and incentives for pupils including one-to-one, small group and/or whole-class support where appropriate to support school attendance
- Monitor and evaluate pupil responses to incentives and interventions including any support that is provided to pupils through external agencies and update on CPOMs, recording the impact on attendance
- To work with teaching staff and staff around school to implement appropriate adjustments to support a child's access to school and engagement with learning where this has an impact on their attendance at school
- Assess the needs of pupils and identify those most in need of help to overcome barriers to school attendance , making sure these pupils have individual behaviour plans where necessary

Support for Families:

- Arrange and lead on weekly parent meetings at appropriate trigger points (as per attendance policy) to discuss attendance barriers with parents/caregivers and identify appropriate strategies to support attendance and engagement with school
- To lead on the completion of Our Family Assessments and to review these regularly to measure progress with agreed targets around increasing school attendance and engagement
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil attendance

- To liaise, when needed, with parents keeping them fully informed about any issues or concerns that arise
- Attend Termly parent’s evenings to support families and pupils and advise parents on attendance and engagement matters where appropriate
- Attend relevant meetings with Education Welfare Officer (EWO) to support parent engagement around school attendance and provide an overview of support in place including impact/progress
- Attend and contribute to TAF/CIN/CP meetings where appropriate for families where attendance is a concern
- Promote school initiatives and incentives around school attendance and engagement with parents/caregivers

Administration and Data Analysis:

- Analyse and report on pupil attendance data to identify patterns or trends
- Review attendance registers daily with Office Administrator to ensure accurate coding around attendance
- Attend and contribute to weekly attendance team meeting to discuss attendance progress and persistently absent (PA) children, including sharing updates of intervention delivery
- Weekly data/reporting/tracking of intervention delivery around attendance and engagement including impact
- Support in admissions process for new children and families joining the school
- Support in tracking new children starting school and children leaving school to ensure accurate monitoring and recording, including tracking of children missing in education (CME)
- Ad hoc reporting on progress around attendance to Attendance Lead/Trust
- Support Attendance Lead with evidence gathering for legal interventions
- Update CPOMs with relevant intervention delivery, attendance meetings and progress

Other:

- Liaise with relevant professionals and individuals, e.g. education welfare officer, educational psychologists, the police and social services
- Support in the delivery of whole school CPD training around school attendance and engagement
- Seek information about local area and community trends to understand contextual safeguarding to ensure that pupils are educated in support of early intervention in these areas where factors could impact school attendance and engagement
- Work alongside the Family Liaison Team to ensure a collaborative approach to supporting children and families
- Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, updating data monitoring systems, preparing written reports and evaluations, sending letters to parents and completing EHA forms online
- To attend and engage in supervision to support

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

Signature of Manager: _____ **Date:** / /

Signature of post holder: _____ **Date:** / /

