

# Job Profile: Attendance & Outreach Community Worker



Salary scale:	C1, SCP 12-17, £28,598 - £31,022 FTE
Actual salary:	£24,597 - £26,682
Working hours:	37 per week (starting at 7:30am), term time only plus 5 days (39 weeks)
Academy:	Abbey Grange Academy
Nature of contract:	Permanent
Responsible to:	Assistant Principal – Care and Conduct

## Job purpose:

Working as part of the attendance team and with wider pastoral colleagues, to proactively support student attendance through family liaison and work with students within the academy. This role will primarily be field based where the majority of time will be spent out in the community.

## Job specific responsibilities:

- To work under the guidance and direction of the Assistant Principal – Care and Conduct to implement agreed initiatives to improve attendance
- To be a presence in the community daily, proactively engaging with students and their families and encouraging and supporting attendance at school
- To work with individual students in order to understand social and emotional needs, alongside their barriers to attendance
- To carry out home visits to establish reasons for absence and encourage attendance, providing students and families with information about the consequences of persistent absence on development and outcomes
- To build relationships with families, parents and carers in order to support improvements
- To provide support to individual children who may be experiencing problems at home or outside school which may be affecting their attendance.
- To work with colleagues across the academy, ensuring a collaborative approach to attendance and the sharing of information to support students
- Where significant concerns are identified, to raise concerns
- Work with related agencies as required, including police, social care and caseworkers for example
- To ensure records are accurate and up to date at all times
- Support the monitoring and reporting of data, using the information to inform actions
- To support the effective promotion of good attendance at open days/evenings and other events as required
- To take part in regular training, on or off site, as directed by the academy, Trust and line manager
- To participate in the delivery of training as appropriate

## Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*

## People Profile:

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
An inspirational person who is passionate about improving the life chances of young people	✓	
Effective communicator, influencer and negotiator	✓	
An innovator who will support and drive change	✓	
Ability to work flexibly and collaboratively as part of a team as well as on own.	✓	
Confident, positive, and approachable and resilient	✓	
A keen user of technology, IT systems and applications	✓	
Learns continuously and effectively adapts behaviour in response to feedback; able to evaluate own performance and focus development accordingly	✓	
Willingness to make a positive contribution to the wider life of the school/Academy and community	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
Good general level of education – GCSE Maths and English A-C, or equivalent	✓	
Experience of building successful relationships with students, staff, parents/carers and the wider community	✓	
Experience of using data to drive performance	✓	
Knowledge and understanding of the legislative framework relating to student attendance		✓
Ability to manage and safeguard students' wellbeing, in accordance with statutory provisions and policies	✓	

Awareness and understanding of the wider educational context and national accountability frameworks	✓	
Experience of working as part of a multi-agency team		✓
Driving licence/access to vehicle and willingness to drive as part of role	✓	
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

## Our Trust mission:

In Partnership to Educate, Nurture and Empower

## Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

[www.abbeymat.co.uk](http://www.abbeymat.co.uk)