

Pastoral Support Worker (Attendance)

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience working with children and young people in an educational or social care setting. 	✓	
<ul style="list-style-type: none"> Experience of working with families to overcome complex barriers to engagement. 	✓	
<ul style="list-style-type: none"> GCSE's A*- C/9 – 4 to including Maths and English or equivalent 		✓
<ul style="list-style-type: none"> Excellent working knowledge of a range of ICT applications, including Google Workspace (Docs, Sheets, Slides, Gmail, Calendar) and experience using school management systems (e.g., Arbor, SIMS, or CPOMS). 	✓	
<ul style="list-style-type: none"> Experience in multi-agency working (Social Care, Health, Housing). 		✓
<ul style="list-style-type: none"> Relevant professional qualification (Level 3 or above) in Education, Social Work, Youth Work, or Counseling. 		✓
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Communication: Ability to communicate effectively with a wide range of stakeholders 	✓	
<ul style="list-style-type: none"> Communication: Excellent written and verbal communication skills and communications accurately and effectively. Ability to communicate clearly and empathetically with children, parents, and staff. 	✓	
<ul style="list-style-type: none"> Conflict Resolution: Ability to remain calm and professional when dealing with challenging behavior or confrontational situations. 	✓	
<ul style="list-style-type: none"> Legal Knowledge: Understanding of current DfE attendance legislation and statutory requirements for schools. 		✓
<ul style="list-style-type: none"> Intervention Planning: Ability to design, implement, and review bespoke "Attendance Action Plans." 	✓	
<ul style="list-style-type: none"> Able to maintain a high level of confidentiality and discretion at all times 	✓	
<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> A strong commitment to safeguarding and promoting the welfare of children and young people. 	✓	

<ul style="list-style-type: none"> • Ability to work effectively as part of a team, supporting colleagues and contributing to a positive working environment. 	✓	
<ul style="list-style-type: none"> • Self-motivated and able to work on own initiative, taking responsibility for tasks. 	✓	
<ul style="list-style-type: none"> • Adaptable and resilient, able to respond positively to changing priorities and demands. 	✓	
<ul style="list-style-type: none"> • Professional, approachable, and calm, even under pressure. 	✓	
<ul style="list-style-type: none"> • A positive and proactive attitude, with a willingness to go the extra mile. 	✓	

GREATER THAN THE SUM OF ITS PARTS