

Role Profile & Person Specification



Job Title:	Family Support Worker and Attendance Lead
Responsible to:	SENCO
Terms and Conditions:	Scale F 22.5 hours per week, term-time +1 Fixed term until 31st August 2027

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

The role of the Family Support Worker and Attendance Lead is to work with the SENCO to work in partnership with families, carers and children to overcome barriers to school readiness and attendance. Monitoring and working with families to improve school attendance is fundamental in this role.

The Family Support Worker and Attendance Lead will help to support the most disadvantaged pupils sustain full access to the educational and extended school opportunities we have to offer and to help them overcome barriers to learning and participation.

They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Key Areas of Responsibility

Attendance

- Work with the SLT to monitor attendance and punctuality across the school and plan appropriate interventions with pupils and families including home visits where appropriate.
- Liaise with the education attendance service, social services, and other external agencies as necessary.
- Ensure the effective management of arrangements for casual leavers.
- Prepare reports for school leaders and governors.

Safeguarding

- Carry out the role of Designated Safeguarding Deputy.
- Maintain a full commitment to safeguarding children at all levels.
- Assist the Designated Safeguarding Lead with Child Protection (CP) issues, including the management of confidential records and attendance at meetings.
- Network with the Safeguarding Strategic Lead and other professionals to share ideas and best practice.
- Facilitate the sharing of information between local agencies, schools, authorities, and other safeguarding professionals.
- Maintain CPOMS, provide reports for monitoring and evaluation, and record relevant information on school-based systems like EduKey.
- Support staff with swift and easy referrals to health, social, and other associated services.

Family Work

- Provide parenting support and information, including details on family learning.
- Maintain regular contact with parents/carers, keeping them informed of their child's needs and progress while promoting positive family involvement.
- Help secure additional family support for targeted children where appropriate.
- Assist families new to the school in understanding school routines and how best they can support achievement.
- Support the secondary transfer process and work with parents/carers and pupils to ensure their understanding of the requirements.
- Participate in the process of children being admitted or returning to school.
- Promote the effective transfer of pupil information both within the school and between institutions.

SEND

- Liaise closely with the SENDCo and other leaders to help meet the needs of children requiring SEND support.
- Work with the SENDCo and staff to identify pupils who would benefit most from additional support and support with referrals to other agencies.
- Work with agencies to support LAC (Looked After Children) in school.

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Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular Appraisal review

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and pupils, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> ● Relational ● Self-aware ● Curious ● Accepting ● Empathetic ● Reflective 	
Qualifications	<ul style="list-style-type: none"> ● Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English ● ICT literate with excellent keyboard skills 	
Experience	<ul style="list-style-type: none"> ● Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> ○ Building relationships with children and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies ○ Implementing and encouraging good safeguarding practice throughout a large team of people ● Demonstrable evidence of developing and implementing strategies to help children and their families ● Experience of handling large amounts of sensitive data and upholding the principles of confidentiality 	
Skills/Knowledge	<ul style="list-style-type: none"> ● Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies ● Ability to work with a range of people with the aim of ensuring the safety and welfare of children ● Awareness of local and national agencies that provide support for children and their families ● Excellent record keeping skills and attention to detail, in order to 	

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	<p>produce reports, take minutes of meetings, and document safeguarding concerns</p> <ul style="list-style-type: none">● Effective communication and interpersonal skills● Ability to communicate a vision and inspire others● Ability to build effective working relationships with staff and other stakeholders● Effectively manage time and be able to prioritise tasks	
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