

SPROWSTON COMMUNITY ACADEMY

JOB DESCRIPTION

POST TITLE: Attendance (and Safeguarding) Support Worker

RESPONSIBLE TO: Associate Leader of Behaviour
Attendance Officer
Senior Attendance Champion
Associate Assistant Headteacher: Safeguarding

GRADE: E

POSTHOLDER: TBC

Purpose

The Attendance (and Safeguarding) Support Worker plays a vital role in supporting children and families to improve school attendance, engagement, and wellbeing. The post holder will work closely with pupils, their families, school staff, and external agencies to identify barriers to attendance, promote safeguarding, and ensure children are safe, supported, and able to access education consistently.

Main responsibilities

Attendance

- Work closely and be highly proactive in working with students and their families to ensure that barriers to accessing school are broken down and overcome in a united approach.
- To work with inclusion and teaching and learning teams to ensure pupils can identify and set achievable targets for being in classrooms as much as possible.
- To collaborate with teams in school to ensure the pupils and families voices are heard and represented in working towards breaking down difficulties that the pupil may face in accessing learning.
- To identify and work with a high proportion of Pupil Premium pupils in order to increase engagement in school and its learning offer.
- To effectively use data to inform which pupils need home visits and then work with the safeguarding team to carry them out to ensure pupils come back into school as soon as possible.
- Making daily attendance calls for those in a particular attendance percentage category as guided by the Senior Attendance Champion.
- Effectively targeting pupils who have not been in school for >2 days, 5 days and then 10 days, with targeted home communication and home visits.

- Organising and leading family liaison events (eg. coffee mornings)
- Utilising the school systems of Arbor, CPOMS and Provision Map, ensure that all information is effectively logged and communicated.
- Handling attendance enquiries to the school, answering parental queries and seeking resolution to questions raised.
- Provide and maintain a directory of support agencies for families.
- Develop and review attendance action plans in partnership with families and school staff.
- Liaise with school leaders, local authority services, and other agencies regarding attendance concerns.
- Build positive, trusting relationships with children and families to promote engagement and resilience.
- Provide guidance, signposting, and practical support to parents/carers.
- Work collaboratively with pastoral, SEND, and wellbeing teams to ensure joined-up support.
- Promote positive behaviour, emotional wellbeing, and inclusion.

Safeguarding and Child Protection

- Act as a key safeguarding link for families, supporting early identification of welfare and safeguarding concerns.
- Follow safeguarding and child protection procedures in line with school and statutory guidance.
- Maintain accurate, confidential records of concerns, interventions, and outcomes.
- Attend and contribute to safeguarding meetings, multi-agency discussions, and case conferences as required.
- Support families to access appropriate services and early help interventions.

General

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns through the appropriate channels
- Participate in training and other learning activities as required
- Undertake any other responsibility or activities that may fall within the grade and scope of the post as directed by the Head teacher/Office Manager

Appraisal

All employees will participate in the academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

Context

Sprowston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder’s professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:.....Date:.....