

# Job Description

**POST TITLE:** Attendance Administrator and Family Support Worker

**GRADE:** GRADE 8, POINTS 19-24

**RESPONSIBLE TO:** Assistant Principal: Inclusion

## JOB PURPOSE

The post holder will be responsible for promoting positive attitudes towards regular academy attendance and punctuality amongst students and their parents/carers and to encourage them to derive maximum benefit and opportunity from their education. The post holder will collaborate with teaching staff, the senior leadership team and designated safeguarding lead(s), to support this along with supporting the wellbeing and progress of targeted students, by working with them directly and with their families.

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

### Attendance Administration

- Be responsible for the implementation, organisation and monitoring of all student attendance and punctuality matters in order that targets are met;
- Be responsible for a response system for failing of poor attendance and punctuality including the development of first day contact procedures for absent students. Develop innovative and new ways of encouraging families to make attendance and punctuality at the Academy a top priority.
- Be responsible for challenging unauthorised absence including the responsibility for home visits to investigate and challenge non-attendance.
- Develop and maintain effective and productive working relationships with all relevant agencies in relation to attendance, including family support workers, Elective Home Education Team (EHE) and Children Missing Education Team (CME) (within Nottingham LA) in order to work collaboratively together.
- Be responsible for referrals to the Educational Welfare Service (EWS) on all formal non-attendance procedures.
- Work with appropriate staff to develop individual action plans to improve attendance/punctuality with individual students when their attendance/punctuality gives cause for concern.

- Be responsible for enquiries relating to attendance and punctuality by students, parents/carers and staff.
- Record, analyse and prepare documents for court procedures when the Academy has decided to take action against poor attendance and/or punctuality, attend and give evidence where necessary.
- Develop specialist knowledge of attendance and punctuality issues and best practice and provide advice and guidance to the SLT on matters relating to attendance and punctuality.
- Assist with student welfare duties such as dealing with sick students, liaising with parents/carers and relevant staff.

### **Targeted support for vulnerable families**

- Ensure accurate record keeping for personal student safeguarding files, updating where necessary.
- Support staff by taking some responsibility for safeguarding and targeted support, by working with individual students and their families to ensure improved levels of engagement, wellbeing and positive outcomes at school
- Undertake assessments and take on a caseload of targeted students and families, meeting with them regularly in school or at home, setting appropriate targets for them and then monitoring progress towards targets
- Direct students and families to other agencies who can offer support
- Liaise with other members of staff as appropriate, to ensure that students' needs and targets are clear amongst both teaching and support staff
- Recommend the commencement and conclusion of periods of support for students and their families, and keep an accurate record of which students receive which support, so that the maximum number of students are able to benefit from the additional support and so that the Academy is able to make a judgement about the positive impact of the work
- Preparation of information for Multi Agency meetings and representing the Academy at such meetings where appropriate.
- By carrying out all of the above responsibilities, contribute to an overall improvement in the attitudes to learning and academic progress amongst the students and families receiving the support.
- Support referral processes where needed
- Establish and maintain relationships with individual pupils and groups
- Identify and facilitate appropriate workshops/courses for individual or groups of parents, including recognised parenting program's
- Liaise with outside agencies in order to support individual children and their families

### **STAFF CONDUCT**

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

### **DRESS CODE**

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – Attendance Administrator and Family Support Worker		
	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
Further or Higher Education		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
Previous experience of working with challenging and complex students within an educational setting.		*
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
5 A* - C GCSE including English and Maths	*	
Commitment to keep self-up to date with pertinent information and local initiatives	*	
Knowledge of SEN, EAL, PP		*
A good knowledge of the local community of the school		*
<b>PROFESSIONAL SKILLS</b>		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child's educational needs	*	
Ability to identify potential barriers to attendance and learning and jointly engage in strategies to overcome these barriers	*	
Ability to see the role as one which must lead to improved outcomes for the targeted young people and families, measured by attendance, wellbeing and academic progress	*	
Ability to engage in joint goal setting with the child and his/her family	*	
Deal with difficult situations and/or individuals in a calm, fair but effective manner	*	
Prioritise workload and work to deadlines	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Good time management skills, so that the neither of the two main aspects of the role are neglected	*	
Willingness to keep self-up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	

Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	
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