

# Attendance and engagement support worker (temporary) - Job description

<b>Grade</b>	SC3 (point range 5-6)
<b>Line managed by</b>	Attendance officer
<b>Hours</b>	37 hours per week. Term time only.

## Summary

To promote excellent attendance and reduce levels of absence so that all students achieve their full potential by:

- working with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance;
- collating information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the school, parents/carers and relevant agencies; and
- working in conjunction with the school's achievement programmes.

## Specific responsibilities

1. To apply the attendance policy.
2. To ensure all registers are completed and no missing marks or unexplained absences remain.
3. To check and remind any necessary staff to complete registers.
4. To contact the parents/carers of all absent students on a daily basis in line with the attendance policy.
5. To discuss reasons for absence with parents/carers, offering support and challenge where appropriate.
6. To respond to enquiries/complaints from parents/carers regarding attendance concerns.
7. To ensure all unexplained absences are accounted for or send letters requesting an explanation.
8. To check the accuracy and correct coding on registers.
9. To send out appropriate correspondence to parents/carers regarding absence, attendance, punctuality and leave of absence requests.
10. To maintain an accurate system for students signing in and out of school.
11. To produce and interpret information relating to attendance patterns.
12. To provide updates for staff on student attendance.
13. To monitor the attendance of vulnerable groups of students and liaise with the relevant staff.
14. To assist with the identification of students who need support in improving their attendance record.
15. To collate, maintain and update attendance data.
16. To prepare attendance data for monitoring, reports etc.
17. To present attendance awards to students, either individuals or groups.
18. To identify those students in need of support by reason of their absence from school.
19. To prepare and minute information for attendance panels as required.
20. Identify and follow the up-to-date procedures regarding children missing education and make reasonable enquiries to locate such children, working with and referring to the Local Authority as appropriate.
21. To work with groups of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
22. To hold discussions and meetings with students, either individuals or groups, to improve their levels of attendance. To mentor individual students where appropriate
23. To work alongside relevant staff and other agencies to exchange information and determine appropriate levels of intervention.
24. To work with parents/carers and other agencies in improving the relevant student's attendance record and coordinating parental support and training where appropriate.
25. To undertake home visits to address concerns regarding student absence.
26. To have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of school duties.

27. To prepare and maintain appropriate case notes and records to enable the production of comprehensive statistics on the outcomes of interventions, legal sanctions etc.
28. To liaise with the designated colleagues for child protection/safeguarding.
29. To keep up to date with SIMs training.
30. To maintain the utmost confidentiality of information acquired during the course of the work.
31. Assist with student first aid/welfare duties, looking after sick students, liaising with parents/carers and staff.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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 job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## **Attendance and engagement support worker (temporary) - Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Working within an office environment, dealing with members of the public.</li> <li>▪ Experience of working effectively with others to meet common goals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in an education setting</li> <li>▪ Experience of working with young people and their families</li> <li>▪ Experience of procedures relating to child protection and safeguarding</li> <li>▪ Experience of using the SIMS software</li> </ul>	Application form, interview and references
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>▪ Suitability to work with young children</li> <li>▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ Ability to maintain strictest confidentiality and integrity at all times</li> <li>▪ Knowledge and understanding of the issues that may affect a student's ability to attend school regularly</li> <li>▪ Ability to analyse data</li> <li>▪ Ability to liaise with other members of staff in a professional manner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sensitivity in collaborative work with colleagues within and outside the school</li> <li>▪ Ability to be flexible in order to create effective solutions</li> <li>▪ Knowledge of up-to-date attendance regulations</li> </ul>	Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people, and</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Knowledge of promoting inclusion and equal opportunities</li> <li>▪ Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload</li> <li>▪ Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these</li> <li>▪ Ability to plan and develop systems</li> <li>▪ Ability to cultivate positive and effective relationships to encourage the best possible outcomes</li> <li>▪ Ability to adhere to working procedures and policies within the school environment</li> <li>▪ Ability to work under pressure and meet deadlines</li> <li>▪ Ability to relate to students, staff and parents/carers</li> <li>▪ Ability to deal with problems in a positive and systematic manner</li> <li>▪ Excellent communication, presentation and interpersonal skills.</li> <li>▪ Professional telephone manner</li> <li>▪ Expectations of high standards</li> </ul>		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to use judgement and common sense</li> <li>▪ Approachable</li> <li>▪ Ability to prioritise</li> <li>▪ Ability to work on own initiative</li> <li>▪ Excellent personal organisation and self motivation</li> <li>▪ Commitment</li> <li>▪ Reliable and trustworthy</li> </ul>	An enthusiasm for challenge, development and innovation	Application form, interview and references

	<ul style="list-style-type: none"> <li>▪ Flexible approach to work</li> <li>▪ Flexibility to commit to additional hours if required</li> <li>▪ Honest</li> <li>▪ Ability to be sensitive to the needs of others</li> <li>▪ Ability to be supportive</li> <li>▪ Professionalism</li> <li>▪ A sense of humour, warmth, energy, stamina and resilience</li> <li>▪ Willingness to reflect upon his/her experiences in a critical and constructive manner</li> <li>▪ High standards of personal appearance</li> </ul>		
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▪ NVQ 3 or equivalent qualification or experience in a relevant discipline</li> <li>▪ Excellent IT, numeracy and literacy skills</li> <li>▪ Experience of Microsoft Office packages</li> <li>▪ Willingness to undertake further professional development</li> <li>▪ Valid full UK driving licence</li> <li>▪ Appropriate knowledge of first aid</li> </ul>	Recognised first aid certificate (training will be provided for any applicant who currently does not have a certificate)	Application form and certificates

***The Four Stones Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment***

Issued by: \_\_\_\_\_

Date: \_\_\_\_\_

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