



JOB DESCRIPTION

Job Title: Attendance and Family Support Coordinator
Grade: C3 SCP 19-22
Reporting to: Senior Leadership Team

Job Purpose:

- Under the general direction of the Principal and Senior Leadership Team, to be responsible for providing high quality and comprehensive family support service to children, their families and carers, in accordance with the organisational needs and policies and practices of the school.
- To develop relationships with children, young people and families so as to best provide a high-quality service, building relationships with our families within our community.
- To develop a whole family approach and deliver intensive support for families, in order to ensure positive outcomes for children and young people and support families with achieving sustainable changes. Deliver this support service to children, their families and carers at the academy.
- Provide Early Help Support and work in an integral role as part of the safeguarding and attendance team.
- To work closely with the attendance team to support positive attendance for pupils, working closely with families to bring about positive change. This includes the line management of the attendance officer.

Specific Responsibilities:

Pupil Attendance

- Work in conjunction with the school pupil attendance team to maximise attendance in school, providing advice in more complex situations.
- Comply with and contribute to all systems for monitoring attendance within school e.g. SIMS and Power BI.
- To build strong relationships with families in order to promote excellent attendance at school.

Family Support and Early Help

- To work closely with the school safeguarding and attendance team, being responsible for a large caseload of diverse Early Help cases within school and with any schools/organisations working with the academy.
- Build positive relationships with families in order to gain a clear understanding of issues, thereby developing appropriate, evidence-based interventions, goals and action plans. Engage with families in a positive, respectful and responsive manner.
- Work restoratively with families, creating a context of high support and high challenge with children, young people, families and other professionals and colleagues.
- Recognise the skills within families, placing them central to all we do and wherever possible support them to determine the direction of interventions, utilising existing strengths and abilities.
- Ensure the child's voice is heard and their wishes and feelings are considered.
- Ensure transparency when working with families, keeping them fully informed, involved in and ensuring they understand decisions that concern themselves.
- Undertake home-school liaison activities, including home visits, in order to keep parents/carers informed and to secure positive family support and involvement.
- Work to continually understand a situation, review plans and find ways to enable independence, sustained change and reduce reliability on services for families.

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- Engage with, participate in and contribute to group and personal supervision sessions where appropriate.
- To work with a range of professionals in order to promote multi agency working to meet the needs of the family, children and young people.
- To maintain accurate, concise and up to date case records pertaining to contact made as required by policy and good practice.

Safeguarding and Child Protection

- To carry out full Safeguarding training so as to be a Designated Safeguarding Officer, working under the supervision of the Safeguarding leads at the school.
- To support the work of the Designated Safeguarding Leads to co-ordinate safeguarding concerns and referrals.
- To realise the close links between attendance, safeguarding, family support and early help, and work with colleagues to support families proactively and creatively in order to empower them and bring about positive change.

Community

- Support the Assistant Principal in the organisation and development of Community Engagement Activities including:
- Supporting the further development of positive social media messages
- Supporting the organisation of key academy events throughout the school year.
- Supporting the academy in raising its profile within the community through outreach activities such as: Charity Events, Christmas Cards, Community Newsletters and other high-profile activities.
- Proactively exploring ways in which the academy can raise its profile and, where appropriate, developing action plans with the Assistant Principal (Community Engagement)

General Responsibilities:

- Undertake general administrative tasks, including:
- Record keeping, filing, data input.
- Dealing with incoming and outgoing mail.
- Preparing routine correspondence and information packs for families
- Compile and maintain student records as required.
- To communicate effectively with both colleagues and parents / carers via written communication and on the telephone.
- To use IT applications and databases effectively to deliver administrative tasks.
- To deal appropriately with students when the occasion arises.
- To work in other roles within the wider administration team as required and undertake any other duties that are commensurate with the grade of the post.
- To complete AM, Break, Lunch and PM supervisory duties as required by the Principal.
- To perform other relevant tasks as directed.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

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Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
• 5 GCSE's Grade C/4 and above (or equivalent) including English and Mathematics	E
• A relevant Level 3 Qualification or willing to work towards	E
• A full cleaning driving license	E
Knowledge and Skills	
• Knowledge and understanding of key government legislation surrounding attendance.	E
• An in-depth knowledge of steps that can be taken to support students in improving attendance.	E
• Knowledge of the social, emotional and mental health needs of young people.	E
• Knowledge of safeguarding issues surrounding children.	E
• The ability to build good working relationships with pupils, parents, teachers and other professionals.	E
• Accurate record –keeping skills and the ability to write details reports.	E
• Good ICT skills	E
• Knowledge of the legal process surrounding poor attendance, including fines for parents.	D
Experience	
• Recent experience working in a school or with young people and families.	E
• Experience supporting students to overcome personal barriers to academic success.	E
• Experience of multi-agency work	E
• Experience working with a variety of external agencies to support young people.	D
• Experience working within the Attendance team in a primary	D
• Experience of working with challenging people	D
• Experience working with a variety of external agencies to support young people	D
• Experience of the social work sector	D
Personal Qualities	
• A passion for education and making a difference.	E
• Excellent communicator.	E
• Effective team member.	E
• Drive and determination.	E
• Ambition.	E
• Energy, enthusiasm, sense of humour.	E
• Willingness to contribute to the wider life of the academy.	E
Continuous Professional Development	
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	
• Enhanced DBS Clearance	E

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