



Attendance and Family Support Lead Person Specification

Qualifications and Training

- Relevant training or qualification in working with children, families or pastoral support
- Willingness to undertake Deputy Designated Safeguarding Lead training
- Willingness to undertake training related to attendance and family support

Experience

- Experience of working directly with children and families in a school or similar setting
- Experience of supporting vulnerable pupils and/or families to overcome barriers
- Experience of contributing to safeguarding processes
- Experience of working with external agencies and multi-agency teams

Knowledge and Understanding

- Understanding of the factors affecting school attendance, including persistent absence
- Knowledge of effective strategies to improve attendance and engage families
- Secure understanding of safeguarding responsibilities within a school setting
- Awareness of the link between attendance, safeguarding and pupil outcomes
- Clear understanding of confidentiality and professional boundaries

Skills and Abilities

- Ability to analyse and interpret data to identify trends, patterns and priorities
- Ability to build positive, professional relationships with parents/carers
- Confidence in holding supportive but challenging conversations with families
- Strong communication skills with pupils, staff, parents/carers and external agencies
- Ability to work independently, prioritise effectively and use initiative
- Strong organisational skills, including accurate record-keeping and reporting

Personal Qualities

- Strong commitment to safeguarding and promoting the welfare of children
- Resilient, solution-focused and able to work with persistence
- Professional, reliable and able to maintain confidentiality at all times
- Empathetic but able to provide appropriate challenge to secure improved outcomes

Other Requirements

- Willingness to engage in ongoing professional development
- Flexibility to respond to the needs of pupils, families and the school
- Commitment to working collaboratively as part of a team