

St Bede's Catholic College

Attendance and Student Support Officer

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and maths
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience identifying interventions to raise attendance of pupils• Experience working directly with pupils and parents• Experience working collaboratively with colleagues• Experience analysing data and producing reports and identifying key insights
Skills and knowledge	<ul style="list-style-type: none">• Good listening skills• Effective written and verbal communication skills• Knowledge of the possible interventions to raise attendance• Knowledge of the potential barriers to high attendance that pupils may face• Ability to tailor interventions to individual pupils• Ability to use IT systems and to conduct analysis and produce reports• Good knowledge of Excel• Ability to create good relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none">• Willingness to provide the best possible opportunities for all pupils• Organised, proactive and self-motivated• Good time management skills• Commitment to upholding and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Ability to maintain confidentiality at all times• Committed to safeguarding, equality, diversity and inclusion