**Person Specification**

**Crofton Academy**

**Attendance Improvement Officer**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + - * Willingness and ability to undertake Designated Safeguarding Lead training.
			* Ability to show appropriate training/experience relevant for this post.
			* Hold a full clean UK driving licence, with access to your own car with business insurance cover.
 | * + - * DSL Training.
			* Level 3 or above qualification.
			* First Aid Qualification or willingness to undertake this.
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| **Skills and Abilities** | * Ability to assess the needs of the family to enable the child access to the academy.
* Ability to engage with pupils and parents at an appropriate level in order for them to build positive relationships.
* Ability to deal with difficult situations in a calm and professional manner.
* Ability to analyse data to compile detailed, accurate and constructive reports to a variety of recipients at different levels of authority.
* Ability to prioritise workload to the benefit of the child and work flexibly around the child and the family.
* Computer literate to an intermediate level on Microsoft Office Packages.
* Excellent communication skills with all stakeholders.
* Have exceptional negotiation, communication and interpersonal skills with staff, pupils and parents.
* Ability to multi task and adapt to ever changing priorities.
* Have proven organisational, time management and problem-solving skills.
 | * Working knowledge of School Management information systems.
* Experience of working within the EBSA framework.
* Knowledge of safeguarding procedures in schools.

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| **Knowledge & Experience** | * Experience of working with families with complex needs.
* Expert knowledge of support agencies and the roles they play to support children and families.
* Experience of previously working with external agencies and ability to provide evidence of positive outcomes.
* Experience of dealing with conflict and ability to provide evidence of positive outcomes to those situations.
* Understand and adhere to the confidentiality and data protection regulations imposed legally and by the Academy.
* Working knowledge of equal opportunities.
* Expert knowledge of child protection procedures and experience of working within the statutory requirements.
* Working knowledge of all Local Authority procedures and relevant legislation in relation to the safeguarding of children.
* Working knowledge and a deep understanding of the impact within the family and the child when factors such as Child Development issues, cultural differences and other social factors etc. are not satisfactorily addressed.
* To keep up to date with changes and information from Wakefield Safeguarding Children’s Partnership.
 | * Experience of working in the area of educational welfare.
* Working knowledge of all legislation in relation to pupils’ welfare.
* Knowledge of local authority procedures regarding team around the school and common assessment procedures.
* Working knowledge of all local authority procedures and relevant legislation in relation to attendance and elective home education.
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| **Beliefs, Values and Personal Qualities** | * Highly confidential, highly professional.
* Energy, enthusiasm and drive.
* Ability to work under pressure.
* Sensitivity and approachability.
* Flexibility and adaptability.
* Team Player.
* Excellent role model for young people.
* A sense of humour.
* Willingness to support and contribute to Academy events in and out of the opening hours of the Academy.
* Committed to providing the best for all pupils.
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**Job Description
Attendance Improvement Officer**

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| **RESPONSIBLE TO** | **Senior Leader Attendance** |

**MAIN AREAS OF RESPONSIBILITY**

* Significantly contribute to the safeguarding and promotion of the welfare and personal care of children and young people.
* Develop and maintain effective working partnerships with parents and carers for the benefit of the education of the child, identifying barriers to attendance and possible solutions.
* Provide accessible information, explanation and guidance and if/when required engage external agencies to support the families of those children that the post holder is supporting.
* Work collaboratively with a variety of external agencies and take responsibility for the completion of all relevant documentation required.
* Develop and maintain professional competence and ethical practise.
* Develop relevant policy and practise in line with legislation and overall aims of the Academy.
* Ensure that the Academy attendance policy is followed, implementing the necessary waves of intervention in line with your role.
* To promote excellent levels of attendance across the Academy.
* To be responsible for monitoring and improving the attendance of a targeted cohort of pupils.
* To identify pupils who display EBSA and work with them and their families to signpost support.
* To be a part of the Academy safeguarding team.

**Key Tasks**

* Ensure systems are updated for admissions and pupils enrolling at other educational settings.
* Focus on early intervention and prevention leading to improved outcomes for the targeted pupil.
* Track pupils who fail to attend the Academy frequently.
* Aid the smooth reintegration of pupils who are returning to school after persistent/long term absence.
* Track pupils when the pattern of absence is out of character for that pupil.
* Use computer software to analyse patterns of attendance.
* Assess problems and identify solutions by working closely with pupils, parents and carers.
* Prepare detailed reports on pupils’ attendance and submit to appropriate agencies who may be able to offer support to the family and child.
* Support Senior Designated Safeguarding lead as directed.
* Promote child safety in line with the Children Act and contribute to child protection and safeguarding procedures, including input into pupil risk assessments where necessary.
* Provide analysis as required of all attendance and pupil mobility data.
* Work as part of the TAS meetings and provide relevant information to school and external colleagues for individual case or planning meetings.
* To undertake home visits for targeted pupils.
* To ensure that accurate records are maintained in relation to all matters relating to the attendance of the targeted cohort.
* Collect evidence and keep accurate records for court reports and prepare case notes for prosecution.
* To produce reports and updates as required to key staff.
* To liaise with the Academy Leadership Team and relevant pastoral colleagues.
* To hold weekly focal meetings with key pastoral staff/Senior Leader for attendance.
* To carry out focus work with cohorts of referred pupils from pastoral teams.
* To hold and organise necessary attendance meetings.
* To maintain links with outside agencies.
* To communicate with parents/carers and other agencies as is necessary.
* To liaise with primary schools and collect attendance information at the point of transition from primary school to the Academy.
* To work, where necessary, with the local authority to support attendance improvement and attend authority education welfare meetings.
* To assist the relevant administrator with the coordination of suspensions and exclusions for the Academy.

**Data Protection and Safeguarding**

* To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
* To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and pupils.

# Health and Safety

* Where appropriate, undergo basic first aid/health and safety training and update courses.
* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the employer on all issues to do with Health, Safety & Welfare.
* Support the Academy’s implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

# Continuing Professional Development

* Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
* In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in attendance intervention which may lead to improvements in provision.
* Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Candidates must also be willing to undertake any other responsibilities requested by the Headteacher.