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I.0	JOB TITLE	Attendance Support Worker
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- 2.1 To promote and maintain regular school attendance by investigating pupil absence from school and providing the necessary support to those pupils, in order they may achieve their full potential.
- 2.2 To support the attendance lead and the pastoral team in their management of pupil incidents, family liaison and safeguarding processes.
- 2.3 The administration of attendance data, processes and procedures.

Including, but not limited to:

- 3.1 Understand and implement the school's Attendance Policy and Procedures.
- 3.2 Support the Attendance Lead to develop targeted procedures to support pupils with lower attendance to attend school.
- 3.3 Make home visits, as directed by the Attendance Lead and in line with the relevant school policies.
- 3.4 Work with individual and/or groups of pupils and parent/carers to develop strategies to reduce barriers to good attendance.
- 3.5 Produce support plans for pupils with poor attendance and work with the Pastoral Team to support pupil re-integration into school.
- 3.6 Keep accurate and clear records of all interventions and consultations conducted, in line with school policy and procedures.
- 3.7 Keep up-to-date records of unexplained absence and any follow-up actions.
- 3.8 To support the FAST-TRACK to attendance, including, but not limited to:
 - Responsibility for FAST-TRACK record keeping
 - Supporting Early Help Assessments
 - Responsibility for the School Attendance Review Meeting (SARM) procedures including meetings with parent/carers and preparing and completing the relevant paperwork
 - Pro-active liaison with the Attendance Lead to send letters to parent/carers
 - Liaising with Education Social Worker (ESW) at every opportunity to discuss the current SPOTLIGHT campaign candidates
 - To respond to requests made by the EWS for up to date information on key pupils attendance and the completion of court reports required by the EWS.
 - Ensuring all campaigns are run within the LA time frames
 - Keeping accurate records of all SPOTLIGHT campaigns
- 3.9 Understand and be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns including making appropriate referrals.
- 3.10 To carry out pro-active work with Y6 pupils in primary schools, to help in the transition to secondary school.

- 3.11 To liaise with the school's pastoral staff, following up referrals and maintaining accurate records.
- 3.12 To liaise with other outside agencies as necessary.
- 3.13 To maintain and develop links with alternative provision agencies, as directed by senior pastoral staff.
- 3.14 To escort pupils to school as part of pupil support plans.
- 3.15 To monitor and respond to pupil attendance in examinations.
- 3.16 To carry out administrative duties as required including, but not limited to ensuring MIS accuracy, signing in and out pupils, lesson checks, fire drill roll calls and text messaging.
- 3.17 To support Behaviour for Learning in the corridors, around school and in lesson time.
- 3.18 To supervise pupils in school during breaks, lunchtimes, before and at the end of the school day and during detentions.
- 3.19 To have a full driving license, business insurance and use of own vehicle for home visits.
- 3.20 To support the school's first aid function as a registered first aider and supporting pupils with specific medical conditions; e.g. diabetes.
- 3.21 To staff the school's reception and switchboard, providing a welcoming service to visitors to the school.
- 3.22 To have involvement in general administrative services provided by the Administrative Team where required

4.0 GENERAL

- 4.1 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 4.2 To ensure all tasks are carried out with due regard to Health and Safety.
- 4.3 To undertake the necessary training involved with the post.
- 4.4 To ensure that the highest standards of confidentiality are maintained when dealing with information relating to pupils and/or staff.
- 4.5 To understand and act in accordance with the school's equal opportunities policies.
- 4.6 To undertake any reasonable task requested by the Headteacher.
- 4.7 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.
- 4.8 To adhere to the ethos of the school
 - 4.8.1 To promote the agreed vision and aims of the school
 - 4.8.2 To set an example of personal integrity and professionalism
 - 4.8.3 Attendance at appropriate staff meetings and/or Parent/Carer Meetings

5.0 SUPERVISION

- 5.1 SUPERVISING OFFICER
Teacher responsible for Attendance – The Attendance Lead
- 5.2 LEVEL OF SUPERVISION
Plan own work to ensure the meeting of defined objectives

6.0 REVIEW AND AMENDMENT

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

7.0 COMPLAINTS

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
after consultation

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
