School:	Stubbin Wood School
Post title:	Attendance and Family Engagement Lead
Salary and grade:	NJC 20-23 46.6 weeks, £30,176-£31,877
FTE:	37 hours, 46.6 weeks. Applications from candidates seeking a four-day working week will also be considered, with working arrangements agreed on appointment. Salary FTE - £33,673-£35,571
Line manager:	Senior Leadership Team

Main purpose of the job:

To promote and apply intervention strategies to address and continually improve high levels of engagement, attendance and punctuality of pupils within the school.

Key duties and responsibilities

Family relationships and engagement

- Build positive, trusting relationships with pupils and parents/carers, providing a consistent point of contact for support with attendance, punctuality and engagement in school.
- Seek and consider pupils' views, using communication approaches appropriate to their age, development and individual needs.
- Support new arrivals and key transition points, helping pupils and families establish positive relationships, routines and engagement with school.
- Recognise and celebrate improvements in attendance, punctuality and engagement in ways that are inclusive and sensitive to pupils' medical needs, disabilities and individual circumstances.
- Act as the key link professional between school, families and external agencies to ensure a coordinated approach to attendance, engagement and pupil wellbeing.

Attendance monitoring and administration

- Monitor pupil attendance and punctuality daily, ensuring registers are completed accurately and promptly, attendance codes are applied correctly, and discrepancies are resolved with relevant staff.
- Follow up unexplained absences and lateness promptly through the school's communication systems, telephone calls or other appropriate means, recording outcomes and escalating unresolved concerns in accordance with school procedures.
- Implement the school's attendance policy, including issuing timely, accurate and supportive communications to parents/carers and escalating concerns through agreed pathways.
- Maintain accurate, secure and confidential records of attendance, family contact, interventions and referrals, following school and Trust data protection and information governance procedures.

Targeted support and intervention

- Work with pupils, parents/carers and relevant colleagues to identify and address barriers to attendance and engagement, including anxiety, medical needs, SEND-related needs, transport difficulties and family circumstances.
- Coordinate individual attendance and engagement support plans, agreeing actions, responsibilities and review dates with pupils, parents/carers and relevant colleagues.
- Select, implement and adapt appropriate interventions within agreed school procedures, seeking guidance or approval from relevant leaders where required.
- Undertake agreed home visits to support family engagement and understand barriers to attendance, following the school's safeguarding, risk assessment and lone-working procedures.
- Support pupils returning following prolonged or repeated absence, working with relevant colleagues to agree and review appropriate reintegration arrangements.

Partnership working

- Acting as the school's lead for Early Help, including coordinating assessments, family support plans and multi-agency meetings
- Arrange and contribute to meetings with parents/carers, school colleagues and other professionals to share relevant information, agree support and review progress.
- Chairing attendance and engagement meetings with parents and external professionals
- Coordinate and monitor multi-agency support plans, ensuring agreed actions are progressed and reviewed appropriately.
- Work under the direction of the senior leader responsible for attendance, contributing to the development and consistent implementation of the school's approach to attendance and engagement.

Analysis reporting and improvement

- Analyse attendance patterns to identify individuals and groups requiring additional support, including pupils who are persistently or severely absent or at risk of becoming so.
- Review the effectiveness of interventions and recommend changes where support is not improving attendance or engagement.
- Provide accurate and timely reports to the Headteacher, senior leadership team and governors, highlighting attendance trends, concerns, actions taken and the impact of support.

Safeguarding and professional responsibilities

- Promote and safeguard the welfare of children and young people, reporting concerns promptly to the Designated Safeguarding Lead, including concerns arising from repeated or unexplained absence.
- Participate in relevant professional development, training and supervision to maintain knowledge and enhance practice.

- Attend relevant school, Trust and external meetings associated with the role.
- Undertake other reasonable duties required by the Headteacher, commensurate with the grade and scope of the role.

Supervision and Management of People

- The postholder will often be required to work without direct supervision. Supervision will be present where necessary.
- The postholder will not have the responsibility of line managing.

Contacts and Relationships

- Daily contact with SLT responsible for Attendance, other SLT, pupils, and carers and regular contact with the Headteacher and Governors.

Resources

- The post has limited responsibility for physical or financial resources.

Work Environment

- Work is subject to deadlines and changing demands.
- Work requires normal physical effort in a heated, lit and ventilated environment.
- The post holder will be required to work outside of the school day to visit families in their homes. Therefore, flexibility in work patterns may be required on occasion.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Education and Qualifications	5 GCSEs with a minimum of grade C or above in Maths and English (or equivalent qualifications)	•	
	A good standard of general education, in particular, the ability to write to a high standard literacy and develop reporting writing skills	•	
	Good level of IT competence, including word and excel	•	
	Ability to undertake the travel requirement of this role	•	
	A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification		•
	Level 3 Safeguarding trained	•	
Experience and Knowledge	Knowledge of school's behaviour and management policy and procedures	Training provided in school	
	Knowledge of school's fire and emergency procedures		
	Knowledge of Child Safeguarding procedures		
	Experience of working with children and within a school attendance related service	•	
	Up-to-date knowledge of attendance regulations	•	
	An understanding of the issues affecting truancy and non-school attendance	•	
	An understanding of issues that may affect a pupil's ability to attend school	•	
	Awareness of legislation relating to the welfare and protection of young people	•	
	Working with young people and their families, preferably within an educational context	•	
	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	•	
	Working with professionals and other agencies and in a multi-agency context		•
	Previous experience of MIS Attendance modules		•
Skills and Ability	Well-developed administrative and organisational skills	•	
	Ability to cope with stressful/conflict situations	•	
	Ability to manage home visits	•	
	Sensitivity in dealing with confidential issues	•	
	Ability to persuade and negotiate and have the confidence to challenge difficult behaviour	•	
	Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other	•	

	requirements are met		
	Good communication skills, both written and oral, with both adults and young people	•	
	Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives	•	
	Able to work on own initiative as well as in a team	•	
	Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups	•	
	Maintain a professional and positive manner	•	
Safeguarding and Special Requirements	Stubbin Wood School is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment	•	
	The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical questionnaire and satisfactory references	•	
	It is a prerequisite that you familiarise yourself with the safeguarding policy, safer working practices policy and procedures of the school and follow them	•	
	Demonstrate a firm commitment and apply knowledge of the principles of the Data protection act 2018/GDPR	•	