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## Job description

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### Student Attendance Support Worker

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**Responsible to:** Assistant Principal (Behaviour & Attitudes)

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

#### Summary of Role

- To be part of the pastoral team, working with the Senior Leadership and other professionals.
- To promote a culture of high attendance across the school.
- To carry out a range of identified duties that will support high levels of student attendance.
- To think strategically and make plans that align with the school's Safeguarding Policy and wider legislative context.
- To be a strong and active advocate for students.

#### Detailed responsibilities

- To maintain accurate records in line with statutory guidance.
- To manage the day-to-day home visits to follow-up on attendance issues or concerns.
- To be a point of contact for key school staff, recording and communicating attendance concerns.
- To manage the administration, making phone calls, sending out letters of attendance reviews and meetings. To follow up unexplained absences.
- To provide support to families facing difficult situations, offering practical advice on issues and challenges which impact on student attendance.
- To provide practical help to families facing serious circumstances to minimise disruption to education and to provide continuity of educational provision for students.
- To liaise with all outside agencies and professionals as appropriate.
- To liaise with parents/carers and school health service as required.
- To actively lead on cases related to students who are persistent or severely absentees as required.
- To carry out reasonable administrative tasks that support and benefit the work of the department. All information must be handled sensitively and treated as confidential.
- To respond to referrals received, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.

**Special Conditions**

Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.

The job description is current at the date of issue, but following consultation, it may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.

Given the religious designation of the school, all staff are expected to uphold the school’s Christian ethos at all times.

**Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....

## Personal Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATION</b>	At least NVQ level 3 and GCSE/ O-level grade C English and Maths Other relevant qualifications at Level 3 or above.	Degree level qualification
<b>KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES</b>	Some experience of working effectively in a learning / child care setting. Ability to develop good relationships with people in challenging circumstances. An understanding of the legal and institutional frameworks within which you are working. Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds. Aptitude to develop knowledge of the role within an education environment. Flexible, adaptable and positive attitude to working in a structured environment. Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response.	Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment. Current first aid certificate. The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team. Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution. Proven communication and interpersonal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.
<b>WORK-RELATED PERSONAL REQUIREMENTS</b>	Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undergo appropriate checks, including enhanced DBS checks. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. Have a willingness to demonstrate commitment to the values and behaviours which flow from the academy's Christian ethos. Ability to maintain confidentiality. Ability to reflect. Ability to demonstrate patience with firmness.	