



Job Profile

Attendance Assistant - G3



Job purpose:	To provide high levels of support and assistance for children, parents and families to access school and increase attendance for all.		
Reporting to:	Headteacher, School Business Manager		
Responsible for - Staff	N/A		
Liaising with:	Headteacher, teachers, children, parents/carers		
Grade of post:	G3	Gauge ref:	A23316
Disclosure level:	Enhanced		

Job Outline

Relationships and Communication:

- In partnership with our DSL/Pastoral Manager, support innovative approaches to developing and strengthening relationships with parents and families.
- Support with strategies, family support groups and networks to support vulnerable children and families to access a wide range of services.
- Utilise our school environment (School and Community Library, Forest School, Start Well Centre) to provide parents with pastoral and practical support.
- Build respectful relationships with staff, pupils, families and other stakeholders to secure trust and engagement in raising attendance.
- Visit the homes of children and families to support children to access school regularly and to provide parents with the home support required.
- Communicate openly and honestly with staff, pupils, families, and other stakeholders to ensure understanding of attendance expectations and support on offer from school.
- Liaise with other agencies to provide excellent attendance support for families.
- Raise the profile of attendance through consistent and clear communication via school jotter, newsletters, school website, celebration assemblies and award systems.

Leadership and Management:

- DSL/Pastoral Manager to ensure a clear intent, implementation and impact underpins the high expectations the school sets for attendance.

- Ensure vulnerable children and families access Early Help support and a wide range of support from external agencies and organisations.
- Work as part of an attendance team effectively to increase attendance outcomes to above national average
- Ensure all safeguarding policies are adhered to by all and attendance responsibilities empower staff to work collectively to increase attendance.
- Implement clear research and messages about how attendance impacts on attainment, wellbeing, and wider outcomes.
- Ensure staff receive CPD opportunities to enable them to support and deploy attendance systems effectively.

Systems and Data:

- Use clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences.
- Make sure escalation procedures address absences and are initiated proactively
- Ensure all member of the school understand their responsibilities for monitoring attendance.
- Ensure robust school systems provide useful school data at cohort, group and individual pupil level.

Interventions:

- Support in the delivery of intervention in a targeted way, in response to data and intelligence.
- Monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.
- Use attendance, pastoral and SEND staff who are skilled in supporting families to overcome barriers to high attendance.
- Implement action plans in partnership with families and other agencies that may be supporting families.
- Monitor the impact of all interventions and adapt as needed to raise attendance.
- Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.



Schools Job Profile Acceptance Form



SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors:

Date

Signed Headteacher:

Date

Signed Jobholder:

Date

Print Name Jobholder:

NI No:

School Name:

DFES



Please sign and return to your manager.



Attendance Assistant G3

Person Specification / Selection Criteria

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience and understanding of Every Child Matters within a school setting		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
3 x GCSEs at grade C or above including English and Mathematics	E		A, I
Willingness to undertake further relevant training	E		I
Willingness to undertake basic first aid		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of relevant policies/codes of practice in behaviour management	E		A, I
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		
Knowledge of relevant legislation	E		A, I
Understanding of LEA support services		D	
Knowledge of how to use a range of computer programmes		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to implement and monitor systems to evaluate and improve the activities of pastoral care	E		A, I
Demonstrate a commitment to promoting and achieving equal opportunities for students	E		A, I
High level of communication skills to deal with both children and adults	E		A, I
Ability to engage and influence others	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I
Ability to deliver objectives and targets within agreed timescales	E		A, I
Willingness to work outside of normal school hours when required	E		A, I
Ability to work as part of a team	E		A, I



Ability to identify own training and development needs	E		A, I
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E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I