Attendance Support

|  |  |
| --- | --- |
| Salary / grade range | Grade 4 (Scale point 9-17) |
| Location | Coop Academy Failsworth |
| Reports to | Attendance Manager |
| Hours of Duty | Term time only plus 10 days  Full time hours – 36 hrs 40 mins per week (36.667)  8.00am – 3.50pm Monday – Friday with 30 minutes unpaid lunch break |

|  |
| --- |
| Purpose of role:    To promote and apply intervention strategies to ensure high levels of attendance and punctuality to pupils within school and to provide administration support in all issues relating to raising standards of student attendance and punctuality. |

|  |
| --- |
| Key accountabilities (and specific duties / responsibilities):   * To provide effective care, guidance and support to meet the pastoral needs of targeted students * To foster home-school links through undertaking home-visits and meetings in school with pupils and parents/carers * To support parents (carers and pupils to establish the reasons for non-attendance/poor punctuality by devising and implementing attendance plans with appropriate strategies and timescales to tackle the issues * To implement effective support plans to address the needs of pupils, families, parents and carers when complex circumstances present surrounding poor school attendance. * To implement strategies to improve pupil attendance. * To improve the attendance of targeted students through development and implementation of effective support plans, follow up meetings and monitoring of pupil attendance * To formulate positive relationships with pupils and parents/carers to ensure barriers to attendance are removed * To keep accurate, clear and concise records of all interventions and consultations and update information on the school’s attendance system * To liaise with attendance lead, safeguarding team, heads of year to develop plans for wider pastoral support where needed * To help create a positive rewarding culture within the based upon Coop values, behaviours and ways of being * To proactively support student wellbeing * Organise all administrative tasks pertaining to lateness, manning late-gate to register students and follow up calls on a daily basis. * Make “first day absence” contact for students not in and for all persistent absentees. Sharing of information with relevant staff using school’s communication and attendance recording services. * Adhere to and have knowledge of the Academy Safeguarding Policy * To use school systems and procedures to positively reinforce good behaviour, anticipate and manage challenging behaviour and conflict, improve attendance and removing barriers to learning. To follow the school’s policy and procedures on Safeguarding, and to promote pupil’s awareness of personal safety and wellbeing. * To undertake related clerical and administration tasks as required. * To input all absence/attendance data on the school system * To make home visits to ascertain causes of absence and/or support families in improving attendance. * To contribute to the supervision of students arriving and leaving school. * To support the attendance team in arranging school meetings. * To ensure that accurate information is recorded on the school system with regard to school roll call and registration system. * To challenge absence where appropriate in a professional manner. * Monitor the attendance of students attending alternative provision and managed moves. * Investigate lesson absence/possible truancy and refer cases to Head of Year groups. * To input information onto CPOMS to ensure attendance/absence information is shared. |

|  |  |  |
| --- | --- | --- |
| Personal attributes required (based on job description): | | |
| Attributes | All attributes are essential, unless indicated below as ‘desirable’ | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications   * GSCE or equivalent in Maths and English at Grade 4 or equivalent * A full and clean driving licence with Business Insurance |  | A / I |
| Experience   * Experience of working with children, young people, parents and families in a school attendance team or another relevant area * Working with professionals from other agencies and in a multi-agency context. | D | A / I  A / I |
| Skills, Ability, Knowledge   * Ability to communicate effectively both orally and in writing especially with school staff, social workers and other professionals * Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups * Ability to persuade and negotiate as well as good interpersonal skills * Demonstrate an understanding of issues that may affect a student’s ability to attend school |  | A / I  A / I  A / I  A / I |
| Personal Qualities   * Communicate skills to influence, persuade, motivate and engage with a wide range of children, young people and their families * Interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations along with effective listening skills * Creative skills to develop options and alternatives that will support children and young people to engage in the learning process * Organisational skills to manage time effectively, work under pressure to prioritise own work to meet potentially conflicting deadlines * There will be a requirement to make home visits for which an appropriately insured vehicle needs to be available to use. |  | A / I  A / I  A / I  A / I  A / I |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

|  |  |  |  |
| --- | --- | --- | --- |
|  | DATE | NAME | POST TITLE |
| PREPARED | Jul 24 | J Ryan  Trust JE (H Charlesworth) | Snr Director of Business & HR |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |