

## **JOB DESCRIPTION & PERSON SPECIFICATION ATTENDANCE IMPROVEMENT OFFICER**

**Job Title :** Attendance Improvement Officer

**Location :** Phoenix Park Academy and Sevenhills Academy

**Grade :** NJC Point 24 (Term time plus 5 days)

### **Responsible for:**

- Working closely with children, young people and families to develop and support engagement in learning
- Liaising with families, Academy staff and agencies on attendance related issues
- Monitoring and reporting on progress against Academy attendance targets.

### **Responsible to:**

- Assistant Principal (Behaviour and Safety)

### **Purpose of the job:**

- To secure the regular attendance of all students within the Wellspring Academy Trust in N E Lincs, by supporting students and families, liaising and working closely with other agencies.
- Working with EWO's, parents or carers to help improve and secure the child's regular attendance at the Academy or within alternative provision (AP).

### **Duties and Responsibilities:**

- To undertake home visits where necessary and ensure meticulous records of actions and outcomes are kept
- To meet with the Assistant Principal (Behaviour and Safety) and Parent Support Advisor on a regular basis to review individual students' attendance and progress towards whole school targets
- To support the Academy teams, instigating and delivering strategies to target improvements in attendance for students recognised as being at particular risk of poor attendance
- To work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed
- To develop, administer and monitor initiatives to improve attendance as required.
- To keep accurate up to date records of all casework
- To participate in staff meetings and agreed relevant working parties
- To provide information and advice to Academy colleagues on individual casework
- To develop and support resources as identified in line with policy requirements
- To undertake truancy sweeps for specific students as required
- Attend and send reports to Initial Child Protection conferences, reviews and core group meetings for children
- Ensure the Children Missing in Education procedure is followed by the Academy
- To aid the smooth integration of in year student transfers under the Academy admissions policy

- To contribute towards developing whole school strategies to improve attendance at the Academy
- To act as a role model for students
- Uphold the professional standards expected of every member of the Academy's staff in all dealings with colleagues, students, parents/carers and the wider community
- To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques including:
  - Common Assessment Framework
  - Solution focussed casework
  - Group work
  - Individual and family support work
  - Parenting skills development
  - Sign-posting to other Services / agencies
  - Mediation to remove barriers to learning
  - Counselling skills
  - To advise and formulate access for families to other support services
  - To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people
  - To take responsibility for managing personal case loads, and cases in relation to attendance.

**Other specific duties/requirements:**

- To work flexible hours, including evening work/ or occasional weekend work as required
- To work under the direction / alongside teaching staff to provide classroom support if required
- Annual leave entitlement to be taken during school holiday periods only
- To comply with any reasonable request from senior leaders to undertake other duties commensurate with the post.

<b>ATTENDANCE IMPROVEMENT OFFICER PERSON SPECIFICATION</b>	<b>Essential / Desireable</b>	<b>How Identified</b>
<b>Qualifications and Experience</b>		
GCSE 5 A* - C or equivalent	E	APP
Social Work Qualification e.g. <ul style="list-style-type: none"> <li>• DipSW, CQSW, CSS or equivalent</li> <li>• Teaching Qualification eg Bed, Cert Ed. BA or BSc with QTS</li> <li>• Degree in Youth or Community work</li> <li>• Degree in children's services related discipline</li> </ul>	D	APP
Knowledge of the legal requirements surrounding parental prosecution for non-attendance at school	D	APP
Team Teach trained (2 day course or better)	D	APP
Experience of working with students with challenging behaviour	E	APP
<b>Skills and Knowledge</b>		
Ability to plan and work independently	E	APP/SP
Enthusiasm and commitment for working with young people and their families	E	APP/SP
A good knowledge and understanding of child development	E	APP/SP
Effective report preparation and recording skills	E	APP/SP
Very good literacy, numeracy and written and verbal communication skills	E	APP/SP
Well developed listening and observational skills	E	APP/SP
Ability to maintain and promote positive relationships with children, parents/carers, colleagues and the wider community	E	APP/SP
Ability to lead, organise and motivate members of the team and parents	E	APP/SP
Ability to use ICT effectively for communication	E	APP/SP
Possess a problem solving approach to conflict	E	APP/SP

<b>Safeguarding</b>		
Knowledge of basic child protection legislation	E	APP/SP
Experience of working to safeguarding and child protection policies with young people	E	APP/SP
Enhanced DBS Check	E	APP/SP
<b>Personal qualities and attributes</b>		
Moral purpose (Equality, children and adults treated with respect)	E	SP
Excellent communicator (Listening, putting a message across)	E	SP
Child centred	E	SP
Resilient	E	SP
Integrity	E	SP
Self motivated and able to motivate others	E	SP
Enjoys challenge	E	SP
Works to deadlines	E	SP
Enthusiastic and optimistic	E	SP
Excellent problem solving/analytical skills	E	SP
Self awareness, knowledge of strengths and limitations	E	SP
Responds positively to change	E	SP