

Job Profile

School				
Job Number	Post Title	Grade	Points	Date
AA7193	Attendance Intervention Manager	Grade 8	NJC 515	May 2014

Reporting Relationships

Responsible to: Deputy Head Teacher

Statement of Purpose

In conjunction with the Deputy Headteacher, to use specialist knowledge and experience to support students and families to ensure at least good attendance at school, and tackle barriers to attending. Work may be carried out in the classroom but will be mainly outside the main teaching area and may be in the student's home.

To support pupils and families in securing regular school attendance and removing barriers to engagement in education.

Support to Students, Parents and Community

- To contribute to the development of and to implement a range of alternative actions to promote good attendance.
- To implement innovative strategies to include rewards, incentives and competitions to encourage good attendance.
- To understand and analyse school attendance data in order to identify attendance patterns for groups and individual students.
- To advise the Headteacher, school staff and parents/carers on the implications of attendance legislation and its practical application to schools, students and their parents.
- Attend Core Group and Strategy Meetings for young people in need or young people in need of protection.
- Early Help Assessments and Team Around the Family processes.
- To collate witness statements and other evidence for cases of non-school attendance for magistrates court.
- To co-ordinate education related attendance support plans, attendance contracts, local authority attendance processes and statutory attendance procedures to address poor attendance and behaviour in school.
- To visit and work with families in order to pursue concerns about attendance and other welfare issues. During such visits, to formulate strategies, as appropriate, to the family.
- To provide students and parents with an effective advice and support service.
- To liaise between student's home and school involving other support agencies as appropriate, including social services, education, psychologists, medical and counselling services.

Support to other Staff

- To work in collaboration with the attendance clerical officer and other staff in order to improve the attendance and outcomes of students.
- Complete Staff Appraisal cycle with designated support staff.

Support Organisational Management

- To maintain accurate professional records including reports for SLT and governors.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Support the school's vision of relationships rooted in kindness and care changing lives and promote the values of Trust, Learn and Grow. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Attendance Intervention Manager
Level 3

Criteria	Measured by
Experience • Proven management experience. • Experience of attendance, family support, safeguarding or education welfare work with children of secondary school age. • Experience of working with multi agency teams	AF/I
Qualifications/Training • Minimum standard of NVQ 3 or professional qualification in child care practice and/or professional qualification in related area and/or relevant degree in social or human sciences. • Child Protection/Safeguarding Training (Level 2 minimum).	Documentary evidence and AF/I
Knowledge/Skills • Excellent literacy skills • Understanding of relevant legislation as it affects children and the education sector. • Ability to manage own workload and work on own initiative. • Ability to work constructively as part of a team. • Excellent interpersonal skills. • Ability to communicate effectively both orally and in writing. • Good organising, planning and prioritising skills. • Knowledge of current DfE attendance guidance and statutory attendance responsibilities. • Understanding of safeguarding procedures and working with vulnerable children and families.	AF/I
Behavioural Attributes • Builds personal relationships with stakeholders, through regular contact and consultation. • Accepts, supports and quickly implements change. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. • Communicates effectively. • Proactively seeks opportunities to increase job knowledge and understanding. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas,	AF/I

seeking new opportunities and challenges, open to ideas and developing new skills. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manages risks. • Takes quick and effective action. • Demonstrates focussed implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued: ○ Provides timely, sensitive and honest feedback on performance. ○ Is accountable for own development and encourages the ownership of development needs amongst team members.	
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AF = Assessed at Application Form

I = Assessed at Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***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.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Recruitment Team on 01785 276480