**JOB PROFILE**

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| **POST TITLE :** | **FAMILY SUPPORT LEAD** |
| **GRADE :** | **Band 9** |
| **REPORTING RELATIONSHIP**  | Either Headteacher/Vice Principal - with responsibility for Attendance. |
| **JOB PURPOSE :** | **Responsible for school attendance and supporting families whilst working effectively with other agencies to improve outcomes for pupils** |
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**MAIN DUTIES/RESPONSIBILITIES**

* To provide a specialist service to assist the School, and the academies within it, in meeting their obligations and targets in relation to school attendance including devising strategies and action plans for pupils whose attendance and behaviour are causing concern.
* Analyse attendance and behaviour information and data to identify and work with pupils who have poor attendance or are at risk of developing poor attendance.
* Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school.
* Manage the delivery of the family support service in line with the school plan, ethos and budget.
* Support the identification of alternative provision and support multi-agency support of the pupils with persistent absence and behaviour issues.
* Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance.
* To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
* To establish and develop a professional service to support raising attendance, investigating persistent absences and improving punctuality.
* To establish and develop a professional service to support behaviour and improving attitudes to school and learning.
* Meet with school staff, students, and parents to identify individual problems and possible solutions.
* To liaise and work with other members of staff as well as other professionals in the police, Social Services, Housing, Health and any other statutory and voluntary organisations to ensure that the School carry out their statutory responsibility in respect of students.
* Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance including providing attendance data to the Local Authority to enable a School Attendance Order or prosecution to be made.
* To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required, for schools, school improvement partners, or senior managers.
* To prepare CAF documentation in liaison with the Line Manager and Local Authority.
* Process requests for pupil holiday approval by the Line Manager and maintain accurate manual and computer records. Produce and send authorised / unauthorised holiday letters to parents. Collate and produce attendance percentages and documentation for Student Support Officer to issue penalties for unauthorised leave taken by students.
* To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports for senior managers and other professionals.
* To manage and prioritise your own workload in line with service requirements.
* To maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
* To support the school attendance team, pastoral team and senior managers in advising schools on all matters relating to attendance and behaviour and take a lead role in developing work processes to improve school practice.
* To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
* Any other duties of a similar nature and related to the post which may be required from time to time.
* To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.*

##### PERSON SPECIFICATION – FAMILY SUPPORT & ATTENDANCE LEAD

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | **Criteria****No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | NVQ 4 or equivalent qualification or experience in relevant discipline. | AF/C | D1 | Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation (Attendance) | AF/I |
|  | E2 | GCSE English & Maths Grade A\* - C or equivalent | AF/C |  |  |  |
| **Experience & Knowledge** | E3 | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | AF/R | D2 | Awareness of child protection issues | AF |
|  | E4 | Minimum 2 years experience in working to improve attendance, with an understanding of issues that lead to poor attendance or similar related experience. | AF |  |  |  |
|  | E5 | Experience of giving advice and guidance on policies / procedures to Senior Officers relating to Attendance, Safeguarding, CAF | AF/R |  |  |  |
|  | E6 | Experience and ability to interpret National legislation and associated guidance, research best practice and incorporate into working practice / policies  | I |  |  |  |
| Skills  | E7 | Ability to record information in an accurate, logical and systematic manner | R |  |  |  |
|  | E8 | Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports | AF/R/I |  |  |  |
|  | E9 | Ability to maintain accurate records and develop work processes and recording systems to improve school attendance. | R/I |  |  |  |
|  | E10 | Ability to prioritise workload and to plan and allocate tasks to meet deadlines | R/I |  |  |  |
|  | E11 | IT Literate, capable of using MS Word / Excel and office packages | AF |  |  |  |
| **Personal** **Attributes** | E12 | Participate in development and training opportunities | AF/I |  |  |  |
|  | E13 | Ability to self-evaluate learning needs and actively seek learning opportunities. |  |  |  |  |
|  | E14 | Ability to abide by school policies and procedures | AF/R/I |  |  |  |
| **Special Requirements** | E15 | Willingness to support the ethos of the schools and the School | AF/I | D3 | Practising Catholic  | R |
|  | E16 | Reliable, with a flexible approach to work | AF/I |  |  |  |
|  | E17 | Emotional resilience in working with challenging behaviours and attitudes | R |  |  |  |
|  | E18 | Ability to access reliable transport in order to carry out the travel requirements of the post | AF |  |  |  |
|  | E19 | Suitability to work with children | D |  |  |  |
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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| D | Disclosure |
| I | Interview |
| R | References |