

**Attendance and Family Support Worker (KS4)**

**Job Description**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Responsible to**: Assistant Headteacher - Behaviour & Attitudes

**Grade:** E £22,777 - £24,054 per annum

**Hours of Work**: 37 hrs per week. Flexible working – you must be at work between the hours of 8:30am and 4:30pm (4pm on Fridays) and you may be required to work any time between 8:00am and 5:00pm (special events and training are in addition to this requirement). Any additional hours worked are banked and will normally be taken as part or whole days during school holidays. You will be expected to work all term time days, training days and three days in the summer term during examination results periods. Electronic monitoring systems are used to record working hours. Working before 7:30am or after 5:30pm would require prior approval from a line manager (training meetings and special events are excepted). Banked hours must be used before the start of each term and there will be no payment in lieu of hours not used.

**Core purpose**

**The KS4 Attendance & Family Support Worker will:**

* Relentlessly seek to improve the attendance of young people at Whickham School in order to meet targets set by the Headteacher and Governing Body.
* Management and monitoring of late gate and punctuality procedures.
* Ensure that parents/carers understand the importance of education and good parentingby consistently communicating school values and beliefs.
* Support and run appropriate training for families to develop their parenting skills.
* Use information technology and administration to collate information and maintain records including SIMS and CPOMS in a timely manner
* Undertake telephone calls and home visits to support parents / carers, encourage students to come into school and discuss the link between absence and attainment.
* Attend school and multi agency meetings to support families with the setting of targets and if necessary organise parenting contracts to be completed.
* Organise and complete Common Assessment Frameworks to provide effective intervention or to identify the most appropriate service.
* Support students with individual intervention plans and monitor the process
* Support with transition arrangements for students entering or leaving the Academy.
* Promote and support high levels of attendance through rewards and recognition
* Be committed to improving personal practice through training and performance management.
* Undertake additional duties appropriate to the post as required.

**Responsibilities**

**1. Build positive relationships with the parents/carers of pupils who are not engaging with the school** through managing an identified case load of families; building a relationship with identified pupils; maintaining good and regular communication with pastoral leaders and the parents/carers of identified children; establishing a positive and productive relationship with parents/carers based upon trust and transparency; visiting families at home; ensuring appropriate pastoral staff, achievement team and classroom teachers are aware of individual pupil circumstances; attending meetings between parent/carers and school staff.

 **2. Improve attendance by identifying and removing barriers to pupil engagement at school** through completing accurate assessments of children and family needs; identifying, communicating and, where appropriate, leading strategies that remove barriers; liaising with other agencies in coordinating support and attend relevant meeting e.g. TAS or CIN meetings; being tenacious and timely in addressing family needs; acting as a scribe, reader or invigilator during internal and external examinations: making appropriate referrals to the Mental Health Team.

 **3. Enhance parent/carer understanding of the importance of education and good parenting** through always communicating school values and beliefs to families; facilitating difficult conversations and messages to families; maintaining high expectations of pupils; assessing parenting skills and supporting parents in developing these skills; running appropriate training for parents and carers; supporting parents/carers at parental consultation evenings.

 **4**.**Ensuring pupils are safeguarded** through having a good understanding of statutory and school safeguarding procedures and applying these at all times; using CPOMS to accurately record and act upon safeguarding issues; ensuring good communication with appropriate external organisations in meeting safeguarding needs, including off-site providers; ensuring safeguarding issues are communicated effectively with staff in school.

 The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.