



Job Description Attendance Support Worker

Job Title: Attendance Support Worker

Responsible to: Head Teacher and Governing Body

Report to: Deputy Headteacher

Pay Scale: Grade H (Points 16-20) 15 hrs TTO + 1 week

Job Purpose

You will provide support to pupils and their families, developing strong links between the school, families and other agencies, to improve educational opportunities, future life chances of pupils and to promote a positive attitude towards school.

Main Duties and Responsibilities

- To work as part of a team to ensure, the social, emotional and physical needs of pupils are met.
- To provide practical support for individuals and groups of pupils
- To support families to engage with the school and have a positive involvement in their child's learning.
- To monitor and keep full records of all communication with families regarding poor attendance and persistent absence and lateness.

Support pupil welfare, health and wellbeing by:

- Liaising with the EWO to improve attendance and punctuality.
- To make initial enquiries with parents/carers of vulnerable pupils regarding unexplained absences/lateness including first day calling.
- To monitor the attendance of pupils referring concerns to the Phase Leaders/Senior Leadership Team.
- Promote good attendance within the school.
- To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- To undertake routine liaison with external agencies regarding attendance in collaboration with the EWO.
- Liaise with senior leaders over attendance concerns.
- Working with other professionals, both internal and from external agencies, to ensure that reports are produced in a timely manner in preparation for meetings.
- Maintaining accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
- Supporting the DSL to ensure all staff are familiar with, and adhere to the Safeguarding and Child Protection Policy.
- Supporting the DSL to ensure the policy is implemented and promoted.

- Keeping an up-to-date knowledge and understanding of the statutory attendance requirements including attending appropriate training.
- Acting as a point of contact in school for families in need of support.
- Signposting families for support from appropriate agencies.
- Using specialist skills/training/experience to support pupils.

Support across the school to:

- Ensure all relevant information around safeguarding and child protection is communicated to the DSL and Head Teacher.
- Provide guidance on relevant matters to phase leaders and other members of staff, as appropriate.
- Work collaboratively with school teams to support the preparation of data for key groups.

Other duties commensurate with the grade of the post as required by the Head Teacher and the Deputy Headteacher/DSL.