



JOB DESCRIPTION

Relationship & Attendance Key Worker

Reporting to: Attendance & Relationships Coordinator

Main Purpose of the Post

To improve school attendance by:

- Working effectively with the Leadership Team in school, Attendance & Pastoral Teams, Safeguarding, students, families, and external agencies to support school strategies that drive up attendance in students most disengaged from the school community
- Visiting homes of students and interacting with them and their families to encourage attendance
- Persuade, empower and motivate families to engage and overcome barriers that prevent attendance
- Supporting students and their families as they transition back into the school environment after a period of absence

Specific Responsibilities of the post Include:

- Act as a liaison between school staff, students, and families to improve attendance and engagement
- Proactively working with students and families in need of additional support, conducting meetings and home visits, assessing the situation and liaising with appropriate professionals and collecting students when necessary
- Monitoring attendance data daily to identify specific cohorts of students who require further support and intervention
- To carry out first day contact where no contact has been made from parents/carers in relation to their child's absence
- To advise key colleagues of reasons for absence and of concerns
- To monitor late students, and students leaving school for appointments, in order that internal truancy is minimised, and excellent punctuality is promoted
- Advising parents and students on the importance of good attendance and the consequences of poor attendance
- Maintain high standards in record keeping, letter and report writing
- Work alongside the SEND team to support the identification of any SEND barriers to student learning
- Work closely with key staff to develop suitable reintegration plans and serve as a primary point of contact throughout the reintegration process
- Foster positive relationships with students, parents, and the community
- Develop and implement strategies to improve attendance rates
- Work with students and families to address barriers to regular attendance
- Engage with community resources to support students and families
- Coordinate with local organisations to provide additional support and opportunities for students
- Maintain clear and effective communication with students, families, and staff
- Prepare and distribute attendance reports as required

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- 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
- Ensure that the safety and welfare of all students is always given priority
- Always support the ethos of the school and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School policies are implemented as appropriate
- Attend all meetings as directed
- Be willing to undertake first aid training

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect the changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder) Date

Signed (Line Manager) Date