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| Post Number  |   |
| Job Title  | Attendance Lead and Family Support Worker |
| Department  | St Joseph’s Catholic Primary School, Upton  |
| Prepared by and date  | Headteacher – September 2025 |

**M23**



**Employee Specification Form**

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| **Essential Personal Attributes**  | Stage Identified  |  | **Desirable Personal Attributes**  | Stage Identified  |
| **Qualifications**  |   |   |  |   |
| - Excellent numeracy/literacy/ICT skills  | App/Interview |  | Team Teach training (or equivalent). Training in Safeguarding and PreventTraining in Behaviour ManagementFirst Aid Training- | Application Application ApplicationApplication |
| **Experience**  |    |    |  |    |
|  * Recent experience of working with vulnerable/challenging children
* Experience of managing difficult/challenging behaviour successfully
* Experience of monitoring and supporting progression towards achievement
* Experience of working with issues that require diplomacy and confidentiality
* Experience of communicating effectively with people to resolve issues.

  | App/Interview  App/Interview App/InterviewApp/InterviewApp/Interview |  | Evidence of CPDProven ability to de-escalate challenging situations with children and adultsWork around safeguarding young peopleExperience of analysing data (specifically attendance data)Knowledge of attendance legislation in schools  | App/Interview  App/Interview  App/Interview App/Interview |
| **Knowledge and Skills**  |   |   |  |   |
| * Working knowledge of relevant policies and legislation relating to educational provision for children
* Excellent communication and inter-personal skills using both written and oral standard English.
* Knowledge of the role and responsibilities of specialist agencies
* Working knowledge of Child Protection, Child in Need, Early Help and Looked after Children.
* Working knowledge of the principles of behaviour management.
* Able to work independently, managing your own workload and taking the initiative.
* Able to collate, analyse and present data utilising ICT skills.
* Ability to communicate effectively with children in a manner that is appropriate to their age, abilities, personal beliefs and choices.
* Evidence of supporting children in a learning environment
* Evidence of having kept accurate and relevant records
 | App/Interview  App/Interview  App/Interview App/Interview  App/Interview App/Interview  App/Interview App/InterviewApp/InterviewApp/Interview |  | An understanding of the relationship between emotional, social, environmental and historical factors on the educational achievement of children and young people.Ability to confidently use Excel, Publisher, Word and SIMs effectively.  | App/Interview  App/Interview  |
| **Special Requirements**  |   |   |  |   |
| * Able to actively support the Catholic ethos of the school.
* Full clean driving licence and own car.
* Be prepared to travel to visit children and families in their own homes occasionally.
* A passion for encouraging children to be the best that they can be and an ability to communicate and engage with pupils effectively.
* Flexibility, enthusiasm and good organisational skills.
* Ability to work as a member of a team giving and receiving feedback and acting upon this.
* An excellent sense of humour
* Be able to attend out of hours meetings
 | App/Interview App/Interview App/Interview App/Interview App/Interview App/Interview  App/InterviewApp/Interview  | -  | Willingness to undertake further training and responsibility  | App/Interview  |

