|  |  |
| --- | --- |
| 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 Prevent  Training in Behaviour Management  First Aid Training  - | Application  Application  Application  Application |
| **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/Interview  App/Interview  App/Interview |  | Evidence of CPD  Proven ability to de-escalate challenging situations with children and adults  Work around safeguarding young people  Experience 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/Interview  App/Interview  App/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/Interview  App/Interview | - | Willingness to undertake further training and responsibility | App/Interview |

