**ST. JOSEPH’S CATHOLIC PRIMARY SCHOOL**

Moreton Road, Upton, Wirral CH49 6LL Tel: 0151 677 3970 Fax: 0151 522 0266

schooloffice@stjosephs-upton.wirral.sch.uk

<http://stjosephs-upton.co.uk/>

 Mrs C Marrin Headteacher

*in partnership with*

**Diocese of Shrewsbury and Wirral Borough Council**

 **Job Description**

**Part Time – 15 hours per week**

 **(39 weeks)**

**Permanent Attendance Lead and Family Support Worker**

 **(Required from November 2025)**

**Responsible to:** Headteacher

Senior Leadership team

**Salary: Band F (£27,711 – £30,060) Pro rata**

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| School | St Joseph’s Catholic Primary School, Upton |  |
| Designationof Post | Attendance Lead and Family Support Worker  | Post No |
| Responsible to | Headteacher / SLT |
| Immediate Subordinates | None |
| **Key Role/Functions**To develop and provide positive links between home and school to promote good attendance and to develop the home school partnership.To provide a complimentary service to teachers and support staff in school, addressing the needs of pupils who need help to overcome barriers to learning both inside and outside of school, in order to raise their aspirations and achieve their full potential.**Specific Duties and Responsibilities*** Monitor, review and evaluate students’ progress in attainment, behaviour and attendance in all learning environments and assist in setting half termly targets
* To track student attendance on a daily basis and collate information in preparation for input onto Sims
* To monitor attendance and punctuality and follow up issues promptly
* To work with others in developing and implementing strategies to improve student attendance and behaviour
* Work with a variety of outside agencies to ensure children’s punctuality, high levels of attendance, safety and well-being.
* Attend safeguarding meetings
* Deliver feedback data regarding individual cases to a variety of audiences.
* To produce reports for Headteacher and SLT.
* Liaising with teachers to develop strategies that will best support children.
* Deliver group work in a range of topics in relation to both the curriculum and personal and social development
* To use ICT effectively in producing high quality reports, presenting and sharing data and maintaining records
* Complete break duties as required by SLT
* Enable children to understand their difficulties and assist them in addressing their difficulties
* To maintain regular contact with families and carers of children receiving support and encourage positive family involvement in the child’s learning and development.
* Work with families to develop good relationships between home and school ensuring that families receive the support they need.
* Implement referral procedures to social care as guided by the Headteacher
* Promote and maximise educational opportunities
* Be responsible for maintaining good levels of professional knowledge
* Be responsible for personal Health and Safety
* Attend weekly staff meetings and Inset training where deemed appropriate by SLT
* To ensure that all policies and procedures relating to data handling are followed when gathering, recording or sharing information.
* To contribute to the overall ethos/work/aims of St Joseph’s as detailed in St Joseph’s mission statement and policy documents
* You may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.
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