



# Job Description

<b>Job Title:</b>	Attendance and Early Help Officer
<b>Multi Academy Trust:</b>	Ted Wragg Multi Academy Trust
<b>School:</b>	Whipton Barton Federation
<b>Responsible To:</b>	Headteacher
<b>Salary Grade:</b>	D grade

## 1. Key Purpose of Job

The post has two main strands:

- To ensure high levels of attendance across the federation. Our aim is for attendance never to be below national averages for any group within our schools.
- To ensure the effective administration of the Early Help process

## 2. List Key Duties and accountabilities of the post

### Attendance

- Create and maintain a culture in which all children and parents/carers recognise the importance of good attendance
- Create and implement a range of engaging measures to encourage and celebrate good attendance
- Advise and assist parents/carers to maintain regular school attendance of their children;
- Communicate clearly to parents/carers the attendance procedures and expectations of the school using media such as the federation Facebook page
- Collect and analyse attendance data to enable identification and tracking of pupil attendance
- Monitor and track the attendance of groups of pupils, particularly those designated as 'disadvantaged' or identified by the federation as vulnerable
- With parents, write and monitor attendance action plans and hold parents to account if actions are not implemented
- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers
- Monitor and track federation attendance and punctuality and to send out letters where appropriate;
- Produce termly reports for the SLT and Governing Body
- Develop and maintain links with parents/children and the local authority's Educational Welfare Service;
- Schedule and attend school-based meetings with parents/carers as necessary
- Carry out appropriate administrative duties as required by the Headteacher.

### Early Help

- In consultation with the SENDCo, deputy heads and Headteacher, identify families for whom an Early Help referral is required.
- Complete all Early Help administration up to and including the identification of a lead professional and including any subsequent Request for Additional Services applications.
- Build up a comprehensive network of support/organisations to which parents can be signposted and oversee the implementation of signposting across the federation
- Attend Early Help forums and feedback relevant information in a timely manner to key staff
- Support office staff in how to manage the administration of Early Help cases when and if there is a need to increase administrative capacity



### **3. Supervision / Line Management Responsibilities of the post**

The post-holder will report directly to the deputy head teachers on both sites for attendance and to the SENDCo for Early Help. The post holder will contribute to termly "At Risk Children (ARC)" meetings which will also include the opportunity for supervision.

### **4. Working Environment & Conditions of the post**

The post will be school-based and the post holder will have a designated office or office space from which to work. Some home visits are likely and the post-holder will attend Early Help forum meetings off-site.

### **5. Other Duties**

The post holder may represent the school at TAF meetings where the school is not lead professional and might be asked to deputise for school lead professionals at TAF meetings. The post holder may be asked to do one break duty per week.

### **6. Other Information**

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- f) This post is based at Whipton Barton Federation but the post holder may be required to move their base to any other location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



Person Specification	Essential / Desirable	Evidence
<b>Qualifications and Experience:</b>		
Level three qualifications in relevant areas	Desirable	A and C
GCSE grade C or above in English and Mathematics	Desirable	A
Experience with IT systems, preferably CAF, Right for Children, eCAF	Desirable	A and I
Experience in the use of standard computer software such as Word and Excel or equivalent	Essential	A and I
Experience of working in an educational or social care setting	Desirable	A and I
A knowledge of local networks whose role it is to support children, young people and families	Desirable	A and I
<b>Behaviours</b>		
Ability to manage own time and workload in an effective and efficient way	Essential	I and R
Ability to work within a team and provide relevant and accurate information to school leaders	Essential	I
Possess excellent communication skills both verbally and in writing. Communication will be with a range of professionals and with children and families	Essential	I and R
Confidence and resilience in the face of challenge	Essential	I
Initiative and drive – a desire to develop the role to be as effective as possible	Essential	I
<b>Other</b>		
An ability to relate easily with a range of people of all ages and roles.	Essential	I
A desire to “find out” rather than “wait to be told”	Desirable	I and A

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I - Interview

R – Reference