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**Person Specification – Attendance Lead and Family Support Worker**

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| **ESSENTIAL** | **DESIRABLE** |
|  |  | **ATTRIBUTE** | **Stage Identified** |  | **ATTRIBUTE** | **Stage Identified** |
| **Qualifications & Education** |  | NVQ 4 or equivalent qualification or experience in relevant discipline eg., attendance, welfare and family support. | AF/C |  | Working knowledge of relevant policies/codes of practice around school attendance and early help | AF/I |
|  |  | GCSE English & Maths Grade A\* - C or equivalent | AF/C |  |  |  |
| **Experience & Knowledge** |  | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | AF/R |  |  | AF |
|  |  | Experience in working to improve attendance, with an understanding of issues that lead to poor attendance | AF |  |  |  |
|  |  | Experience of supporting children and families in challenging circumstances  | AF/R |  |  |  |
|  |  | Experience and ability to interpret national legislation and associated guidance, research best practice and incorporate into working practice / policies  | AF |  |  |  |
|  |  | Awareness of child protection issues |  |  |  |  |
| **Skills** | E7 | Ability to organise personal time and work to deadlines | AF/I |  |  |  |
|  | E8 | Ability to record information in an accurate, logical and systematic manner | AF/I |  |  |  |
|  | E9 | Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports | AF/R/I |  |  |  |
|  | E10 | Ability to maintain accurate records and follow/design recording systems | AF/I |  |  |  |
|  | E11 | IT literate, capable of using MS Word / Excel/SIMS and office packages | AF/I |  |  |  |
|  | E12 | Ability to self-evaluate learning needs and actively seek learning opportunities. | AF |  |  |  |
| **Personal** **Attributes** | E13 | Able to work cooperatively as part of a team, to remain calm under pressure, to form strong effective working relationships.Good sense of humour | AF/I |  |  |  |
|  | E14 | Ability to abide by and follow school/Trust policies and procedures | AF/R/I |  |  |  |
| **Special Requirements** | E15 | Reliable, with a flexible approach to work | AF/I |  |  |  |
|  | E16 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF |  |  |  |
|  | E17 | Ability to access reliable transport in order to carry out the travel requirements of the post | AF |  |  |  |
|  | E18 | Suitable to work with children and vulnerable families | D |  |  |  |
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| **Key – Stage identified** |  |
| AF | Application Form |
| C | Certificates |
| D | Disclosure |
| I | Interview |
| R | References |