Job Title:	Attendance Support Assistant
Grade:	Grade 5
Hours:	Term Time only – 25 hours per week
Line Manager:	Assistant Headteacher

Main Duties and Responsibilities:

- Liaise with school attendance team to identify students who are absent and arrange to collect.
- Provide support between home, school and the LA on matters related to education welfare and school attendance.
- Offer advice, assistance and support to parents/carers and pupils on school attendance issues, including pupils with complex and additional needs. Also advising on assistance which may be available from the LA and other agencies.
- Establish and maintain good working relationships with appropriate agencies, e.g. Educational Psychologists, Social Workers, Youth Justice Workers, Health Workers etc., and refer to them, cases encountered in the course of duty where the pupil's wellbeing and/or ability to benefit from the educational opportunities available may be affected.
- Identify, support and develop strategies to improve attendance of individuals identified through analysis.
- Organise, plan and implement support groups of hard to reach parents.
- To liaise with pupils, parents and carers on specific attendance issues including home visits.
- To follow lack of response to first day contact and other contacts, liaising with social workers, One Point or meeting with parents/carers both at home and in school.
- To manage caseloads and maintain casework documentation.
- To ensure the maintenance of accurate and factual records which could be used in legal interventions.
- To plan, organise and deliver small group sessions with identified young people in relation to attendance.
- To contribute to the overall culture and ethos of the school.
- To model our core values of integrity, creativity and excellence.

- To model the Ferryhill School staff virtues every day.
- Be an effective role model for the standards of conduct expected by students, promoting positive values, attitudes and behaviours.

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.