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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 |  |  |  |
|  |  | |  | |  |  |  |  |
| **Key – Stage identified** | |  | |
| AF | | Application Form | |
| C | | Certificates | |
| D | | Disclosure | |
| I | | Interview | |
| R | | References | |