



Attendance & Parent Engagement Assistant Job Description

36 Hours Per week, term time.

Start date: As soon as possible

One year fixed term contract in the first instance

This job description describes in general terms the normal duties that the post-holder will undertake. However, the job or duties described may vary or be amended from time to time without changing the level or responsibility associated with the post.

Reporting directly to: The Safeguarding and Attendance Lead

Liaising with: Headteacher, Teachers, Pastoral Assistant, Senior Leadership Team, SENCO, Admin Staff and outside agencies

Purpose:

The Attendance & Parent Engagement Assistant will focus their work on preventative and early intervention to assist in tackling underachievement by working with families, parents, carers and children in school to enable all children to have full access to educational opportunities and help them to overcome barriers to learning.

- To significantly reduce persistent absence
- To ensure that every child identified as persistently absent has a pastoral support plan that clearly details the actions, targets and review dates to be achieved in reducing absence within an agreed timescale
- To provide information to parents/carers of children who are persistently absent about the impact on their development and outcomes
- To use and contribute to the SIMS Management information system to ensure effective monitoring, evaluation and review of attendance data

Requirements:

- Home visits – A Driving Licence and appropriate insurance are required
- Administration relating to attendance and punctuality, alongside the Pastoral Assistant and Administration Officer.

Duties:

The post holder will:

- Be unequivocal in communicating the school's determination that every child receives his/her legal entitlement to a full-time education
- Challenge as well as support parents/carers to ensure they make school attendance a top priority
- Help support Induction Meetings and Parents' Evenings
- Be the first point of contact for any parent/carer who has an issue with regard to attendance or punctuality
- Get to know the families and be proactive in dealing with any barrier to attendance before it escalates
- Signpost parents to appropriate agencies as and when required.
- Work with families to enhance parenting skills and establish good routines for bedtime/getting to school
- On receipt of concerns from parents and/or the school, talk with children experiencing difficulties and liaise with families and the school as necessary to reflect the concerns of the child
- Work alongside teachers, parents and children to support individual children's learning to prevent barriers to learning
- Carry out weekly analysis of attendance data with particular reference to children who are persistently absent and work with families and teachers to overcome any potential barriers to learning
- Meet face to face with parents/carers to identify reasons for their child's non-attendance. Explore the cause of the absence/poor punctuality and implement strategies/action plans to resolve the situation – working closely with the child's family and appropriate staff.
- Track persistent absence and work with the Pastoral Assistant to signpost families to additional support
- Carry out home visits with colleagues, as appropriate
- Maintain appropriate and confidential written records, including on CPOMS
- Keep full and accurate records and all relevant documentation relating to meetings and contact with children and their families.
- Work with individual children or small in response to social/emotional needs, as and when required.

General:

- Follow the school's procedures in relation to Safeguarding and Child Protection liaising with the Designated Safeguarding Lead and maintain confidentiality at all times.
- Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Headteacher.
- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities, Data Protection, Behaviour, Attendance and Acceptable use of ICT.
- Carry out other tasks as reasonably requested by the Headteacher and/or other senior staff.

Quality Assurance and standards:

- To uphold the Catholic ethos and values of the school
- To set a good example in terms of dress, punctuality and attendance
- To be professional when dealing with parents, visitors, staff, pupils and outside agencies
- To attend team and staff meetings as required
- To be proactive in matters relating to health and safety
- To adhere to and promote the school's policies and procedures at all times
- To participate in induction training, staff review processes and professional development opportunities.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check. You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.