

## Job Profile

John Taylor Multi-Academy Trust				
Job Number	Post Title	Grade	Points	Date
AA7193	<b>Attendance Intervention Manager</b>	Grade 8	NJC 515	May 2014

### Reporting Relationships

**Responsible to:** JTMAT Chief Executive Officer

### Statement of Purpose

In conjunction with the CEO, to use specialist knowledge and experience to support students and families to ensure at least good attendance at school, and tackle barriers to attending. Work may be carried out in the classroom but will be mainly outside the main teaching area and may be in the student's home.

To ensure all students receive an education as required by the Education Act 2011.

### Support to Students, Parents and Community

- To contribute to the development of and to implement a range of alternative actions to promote good attendance.
- To implement innovative strategies to include rewards, incentives and competitions to encourage good attendance.
- To understand and analyse school attendance data in order to identify attendance patterns for groups and individual students.
- To advise the CEO, school staff and parents/carers on the implications of attendance legislation and its practical application to schools, students and their parents.
- Attend Core Group and Strategy Meetings for young people in need or young people in need of protection.
- Take the lead on Early Help Assessments and TAFs as and when appropriate.
- To collate witness statements and other evidence for cases of non-school attendance for magistrates court.
- To co-ordinate education related parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in school.
- To visit and work with families in order to pursue concerns about attendance and other welfare issues. During such visits, to formulate strategies, as appropriate, to the family.
- To provide students and parents with an effective advice and support service.
- To liaise between student's home and school involving other support agencies as appropriate, including social services, education, psychologists, medical and counselling services.
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## **Support to other Staff**

- To work in collaboration with the attendance clerical officer and other staff in order to improve the attendance and outcomes of students.
- Complete Staff Appraisal cycle with designated support staff.

## **Support Organisational Management**

- To maintain accurate professional records including reports for SLT and governors.

## **Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and in particular the regulations relating to GDPR and reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

### **People Management**

- To comply and engage with people management policies and processes.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the JTMAT's Health and Safety policy.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification  
Attendance Intervention Manager  
Level 3**

Criteria	Measured by
<b>Experience</b> <ul style="list-style-type: none"> <li>• Proven management experience.</li> <li>• At least two years in education welfare work or field social work with children of secondary school age.</li> <li>• Experience of working with multi agency teams</li> </ul>	AF/I
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Minimum standard of NVQ 3 or professional qualification in child care practice and/or professional qualification in related area and/or relevant degree in social or human sciences.</li> <li>• Child Protection Level 2</li> </ul>	Documentary evidence and AF/I
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Excellent literacy skills</li> <li>• Understanding of relevant legislation as it affects children and the education sector.</li> <li>• Ability to manage own workload and work on own initiative.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Good organising, planning and prioritising skills.</li> </ul>	AF/I
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Builds personal relationships with stakeholders, through regular contact and consultation.</li> <li>• Accepts, supports and quickly implements change.</li> <li>• Works with others to resolve differences of opinion and resolve conflict.</li> <li>• Requires minimum supervision.</li> <li>• Communicates effectively.</li> <li>• Proactively seeks opportunities to increase job knowledge and understanding.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> <li>• Takes responsibility for own and team actions.</li> <li>• Identifies and overcomes barriers and manages risks.</li> <li>• Takes quick and effective action.</li> <li>• Demonstrates focussed implementation of role and responsibilities.</li> <li>• Builds strong team ethos where everyone feels valued: <ul style="list-style-type: none"> <li>○ Provides timely, sensitive and honest feedback on performance.</li> <li>○ Is accountable for own development and encourages the ownership of development needs amongst team members.</li> </ul> </li> </ul>	AF/I

AF = Assessed at Application Form

I = Assessed at Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***