



**School Attendance Coach - Thrive
Job Description & Person Specification**

Job Title: Attendance and Family Support Worker

Role: To work with families, children and the school to provide intensive intervention, signposting, support and guidance, during times of school refusal. The post holder needs to develop strong partnerships with stakeholders and form positive working relationships with families to enable effective support for pupils and their families.

Line Manager: Attendance and Family Support Manager

Work in partnership with: Attendance and family support Worker, School Inclusion Team

Duties:

In relation to the individual student/families

- To develop an understanding of the educational needs of the student/s concerned.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help build the student/s' confidence and enhance self-esteem.
- Working with parents whose children are severely absent.
- Working with staff to ensure students can access work whilst not accessing the mainstream provision
- Work with students to plan and enable their journey of reintegration into mainstream provision

In relation to the school

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To help improve attendance by working with the Attendance and family support assistant to follow attendance procedures for monitoring daily attendance.

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- To identify personal training needs and to attend appropriate internal and external in-service training.
- Work with outside agencies.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
- Any other tasks as directed by the Headteacher which fall within the purview of the post.

Supervision arrangements:

- Termly formal review of performance with Line Manager.
- Weekly department meetings

Working conditions – environment, and physical effort or strain.

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility, with teacher, for maintaining calm.
- External working on trips, educational visits etc.
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging and difficult, and deal with racial/abusive language and bullying Health & Safety responsibility for self, children and area which is particularly demanding in a child-centred environment.

Initial induction/training required to become effective in the role

- Knowledge of school and school systems/policies.
- Approach towards pupil discipline and behaviour.
- Professional relationships between staff and pupils.
- Developing health and safety knowledge.

The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.

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PERSON SPECIFICATION FOR CHILD & FAMILY SUPPORT WORKER

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good general education, with C GCSE (or equivalent) grades in English and Maths.	Evidence of qualifications in SEND area. Degree level qualification Qualifications in ICT
Experience	Evidence of having worked with children in some capacity; this could be as a parent/carer.	Relevant work experience in a similar environment. Experience of working with children with SEN, preferably at secondary age.
Qualities, skills, knowledge and abilities.	<p>Empathy with students and sympathetic to their needs.</p> <p>Confident literacy and numeracy skills.</p> <p>Good communication skills and able to clarify and explain instructions clearly.</p> <p>Professionally discrete and able to respect confidentiality on particular issues.</p> <p>Well-developed interpersonal skills and sense of humour enabling effective working relationships with a variety of different people.</p> <p>Ability to get the best out of children.</p> <p>A sense of humour.</p> <p>Adaptability.</p> <p>Good time management</p> <p>Able to work on own and as part of a team.</p> <p>A clear communicator.</p> <p>Ability to work calmly and with patience.</p>	
Health	<p>A good attendance record.</p> <p>Evidence of the stamina required to cope with the demands of the post.</p>	
References	Supportive.	