Job Title: **Attendance Family Support Assistant**

Line Manager: **Attendance Family Support Manager**

We are looking for a member of staff to work as part of the school pastoral and inclusion team to be responsible for supporting students attendance.

Main Duties:

- Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Support with producing attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Coordinate meetings with pupils and parents/carers
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance and other services to be able to offer informed advice.
- Send attendance and punctuality letters, where agreed.

Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Personal Specifications

- Educated to GCSE level C or equivalent in Maths and English**.**
- Effective interpersonal and communication skills.
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative
- Good knowledge of Microsoft Office packages

Ideal but not essential

- Experience working with SIMS
- Experience of Excel
- Experience of working in a busy school environment

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. Candidates will be subject to DBS checks along with other relevant employment checks.