



JOB DESCRIPTION

Post	Family Support Worker
Salary	Grade 5 £23,111.16 - £25,463.28 Pro-Rata (Term Time Only)
Line Manager	Deputy Headteacher
Working time	37 hours per week; term time only (39 weeks)
Contract	Temporary Contract for 12 Months Commencing: September 2018

Key Areas of Responsibility

- Where appropriate, carry out home visits to support improvements in attendance.
- Monitor the attendance of all pupils challenging and investigating pupil's absence from school and promoting good attendance.
- Work closely with the Administration Team to ensure parents/carers are informed of a pupil's first day of absence prioritising vulnerable pupils, ensuring reasons for absence are effectively input into SIMS and registers are adjusted accordingly.
- Liaise with the Local Authority Attendance Team to ensure the school is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions.
- Ensure SIMS contains accurate student attendance data and use SIMS to produce reports when required.
- Report weekly on attendance to the pastoral team, SLT and termly to Governors
- Work directly with pupils and their families to support them with attendance issues (including home visits).
- Coordinate manual and computerised recording systems for pupil attendance and punctuality issues, analysing and evaluating data and producing reports as required.
- Hold regular meetings with the SLT to consider attendance and ensure the appropriate attendance stages are followed including the preparation of appropriate letters in relation to attendance.
- Follow statutory and/or local procedures where attendance falls below acceptable levels or is a cause for concern.
- Follow statutory and/or local procedures to deal with unauthorised absence in term time.
- Follow the academy policy and all legislation relating to the attendance of pupils.
- Work closely with colleagues and partner agencies regarding attendance.
- Meet with pupils and their parents/carers where attendance and/or punctuality is a concern and formulate individual plans to improve attendance/punctuality.
- Monitor the attendance of pupils attending alternative provisions.
- Be fully aware of and carry out work in line with Child Protection Procedures. Work with the SLT to attend case conferences and strategy meetings, core groups or other meetings in relation to child protection cases. Engage in supervision meetings regarding cases.
- Support the Early Help process for vulnerable families by offering advice, liaising with other professionals and attending meetings regarding cases.

- Maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs to be able to offer informed advice to parents, school staff, governors and others.
- Work on and develop initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- Liaise with external agencies with regard to the attendance of looked after children
- Implement policies, procedures and strategies to promote positive attendance and punctuality for all pupils.
- To ensure that duties are undertaken with due regard and compliance to data protection regulations and principles and other relevant legislation.
- To carry out duties and responsibilities in accordance with the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- Play a full part in the life of the Academy community, supporting its ethos and mission, encouraging and ensuring staff and pupils follow this example, including representing the Academy in a professional and positive light at all times to all stakeholders.
- Farringdon Academy is an inclusive school and expects all colleagues to support in the behaviour management and supervision of pupils and take part with active duties to support pupil supervision on a daily basis.
- To comply with any reasonable request from the Deputy Headteacher or the Headteacher to undertake work of a similar level that is not specified in this job description.