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**Support Staff Job Description**

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| **Support Staff area** | Inclusion | |
| **Support Staff Team:** | Inclusion Team | |
| **Post Title:** | **Attendance Lead & Student Support** | |
| **Purpose:** | To work with parents to improve students’ attendance | |
| **Reporting to:** | Deputy Headteacher Inclusion & Senior Inclusion Officer | |
| **Key Success Indicators:** | * Improvement of student attendance * Report on impact of support upon achieving overall school attainment targets. * Staff training record * Production of reports on student attendance including analysis of comparisons and breakdown into categories * Evidence in the form of a portfolio that demonstrates non-qualitative evidence within individual roles | |
| **Liaising with:** | Deputy Headteacher Inclusion  Senior Inclusion Officer  Vulnerable Child Leader  Pastoral Support Leader  Pastoral Support Coordinators  Learning Set Teams  Learning Zone Leaders  Learning Coaches  PIAS & External Services  Parents & Students | |
| **Working time:** | Term Time at 37 hours per week (38 weeks per annum) with 111 additional hours in school holidays (equivalent to 3 weeks). | |
| **Salary/Grade:** | Grade 7 | |
| **Main (Core) Duties** | | |
| **Student Support & Administration**  **Attendance** | | * Fulfil all necessary administrative support as delegated by the Senior Inclusion Officer in a timely & accurate manor adhering to all deadlines * Provide all aspects of administrative support in relation to all aspects of Inclusion; behaviour, attendance, admissions, medical need, student support * Provide administrative support in meetings as directed * Liaise and work with all stakeholders (internal & external) to ensure full administrative support; completing home visits as required and attendance at meetings * Support all members of the Inclusion Administrative Support Team through flexible job sharing when required * Ensure all aspects of student administration is completed and recorded in the correct network area * Keep up to date work changes to policy across all areas of Inclusion; behavior, attendance, admissions * Provide cover for main reception at lunchtime and ensuring clear communication is upheld * Check and ensure attendance registers are maintained accurately * Devise and implement programmes and student support action plans to improve attendance of PA * Identify key students requiring support on entry and throughout a students time at NTC * Ensure attendance data is always accurately recorded * Hold regular meetings & reviews with students, parents to raise levels of attendance liaising with PSM, LC & HOLC for support * Liaise with PIAS, EH & all external agencies to further increase student attendance, attending any group conferences/meetings as required * Produce data on attendance as directed, ensuring that the following are completed: * Weekly tracking sheet * Termly tracking sheet * Weekly Community competitions updated * Ensure accurate assignment of students to Community * Complete all necessary documentation for attendance i.e. PN, FLOW, KHNE’s, referrals * Manage student holiday requests communicating with parents & Community Team * Evaluate impact of individual programmes, support plans carried out and target student progress * Deliver training sessions for staff to ensure staff are kept up to date with legislation and ensure accurate completion of registers * Coordinate trip registers in liaison with CEC’s, cover, HOLC * Compete home visits in order to increase parental engagement * Attend summer school to lead on y6 attendance transitional support * Review and collate resources / external support to assist with improving attendance * Work closely with external agencies to improve students / parent engagement * Ensure attendance for LAC / SS / EH is monitored daily and communication made as a safeguarding priority * To support senior inclusion officer in absence to maintain pastoral structure including creation, deletion and modification of reg groups and maintain and change student reg groups for Communities including removal of Post 16 Communities |
| **Measuring progress** | | * Ensure attendance data is always accurately recorded from entry & throughout a student’s school life * Identify key areas of student need upon entry * Ensuring that Annual Reviews and other formal meetings are carried out and target the individual’s progress needs * Evaluate the impact of individual programmes on students’ attendance, both individual and collectively. |
| **Staff development** | | * Analyse audit of staff training needs * Prepare and maintain CPD attendance registers (Work with the CPD Senior Lead) * Deliver training sessions for colleagues * Monitor implementation of training * Evaluate impact on students |
| **School Organisation** | | * To monitor student behavior and ensure smooth transition between lessons * To carry out break and lunch time supervision as requested * To deliver aspects of the school’s Extended Learning Programme * Following school policies and procedures especially those relating to child protection and health and safety * Exam Invigilation * Respect confidential issues linked to students * Minibus driving for school events where able to * Provide support to colleagues in ensuring the effective delivery of services to students |
| **Legislation Compliant** | | * To be responsible for promoting and safeguarding the welfare of children and young people within the school * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
| **Other Specific Duties** | | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations  This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. | | |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_