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**ATTENDANCE LEAD & STUDENT SUPPORT**

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| **Person Specification** |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous
* Well organised
* Patient and good humoured
* Effective presence with students
* Cope with a demanding workload
* Enthusiastic
* Respond calmly and resolve challenges
* Emotionally intelligent
* Team player
* Role model
* Committed to own professional development
* Professional demeanour and attire
* Self-reflective
 |
| **Desirable** |
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| **Knowledge & Skills** | **Essential** |
| * Good standard of general education
* Self management skills
* Creative approach to problem solving
* Time management skills
* Effective communication skills
* Ability to engage hard to reach families
* Knowledge and application of behaviour management strategies
* Understand and comply with all school policies and procedures
* Basic ICT skills to include Microsoft Office and Web browsing
* Work creatively and imaginatively
* Good numeracy and literacy skills (Level 2 in English and Maths)
* ICT programmes to include SIMS
 |
| **Desirable** |
| * Experience of working with young people and families
* An understanding of sims and educational interfaces
* An understanding of how to raise attainment in key identified areas
* Educational qualifications to include (ie NVQ Level 3 or equivalent)
* Knowledge of the National Curriculum
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| **Specific Role Requirements** | **Essential** |
| * Be able to conduct home visits
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| **Desirable** |
| * An awareness of how to access support agencies for those in need
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| **Experience** | **Essential** |
| * Providing feedback and reports
* Using detailed knowledge and specialist skills to support learning
* Training colleagues
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| **Desirable** |
| * Working with children
* Monitoring student responses and adapting programmes
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| **Other** | **Essential** |
|  |
| **Desirable** |
|  |

**Date: .........................................................**

**Signed: .........................................................**