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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 |
| **Specific Role Requirements** | **Essential** |
| * Be able to conduct home visits |
| **Desirable** |
| * An awareness of how to access support agencies for those in need |
| **Experience** | **Essential** |
| * Providing feedback and reports * Using detailed knowledge and specialist skills to support learning * Training colleagues |
| **Desirable** |
| * Working with children * Monitoring student responses and adapting programmes |
| **Other** | **Essential** |
|  |
| **Desirable** |
|  |

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

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