

## Person Specification - Attendance Manager

<b>Knowledge, skills and experience requirements for the post.</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
First degree or NVQ level 4 in social work, teaching, counseling, psychology or youth and community work or other area related to work with children or equivalent experience as determined by the Principal	✓	
Post qualifying training in social work, counseling or other professional development areas relevant to working with families/parents/children and young people.		✓
Training in child safeguarding		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>- Experience of using a social work or counseling approach to working with parents and children</li> <li>- Enforcement</li> <li>- School systems</li> </ul>	✓	
Record keeping	✓	
Report Writing	✓	
Experience of working in the education system and in multi-agency settings	✓	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of: <ul style="list-style-type: none"> <li>- pastoral systems</li> <li>- approaches to working with parents of disaffected students</li> <li>- positive approaches to empowering and enabling students and parents/carers to help themselves</li> </ul>	✓	
Highly developed verbal and written communication skills	✓	
Ability to undertake assessments and write reports to a high standard	✓	
Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behaviour	✓	
Knowledge of safeguarding principles and legislation		✓
Good organisational skills and ability to prioritise own workload	✓	
Negotiation skills		✓
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to anti-discriminatory practice	✓	
Articulate and confident	✓	
Ability to work individually or as part of a team	✓	
Assessed and advised by Health and Well Being	✓	