

Person Specification

Job Title: Attendance Manager

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| 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. | | ✓ |
| Experience | | |
| Experience of using a social work or counseling approach to working with parents and children | ✓ | |
| Enforcement | | |
| School systems | | |
| Record keeping | ✓ | |
| Report Writing | ✓ | |
| Experience of working in the education system and in multi-agency settings | ✓ | |
| Skills | | |
| Knowledge of: pastoral systems approaches to working with parents of disaffected students positive approaches to empowering and enabling students and parents/carers to help themselves | ✓ | |
| 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 | | ✓ |
| Other | | |
| 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 | ✓ | |