Role Title: Attendance and Family Engagement Officer Required

Accountable to: Headteacher

Grade: E

Purpose of Role

- To mentor one or a small group of pupils who require additional support to overcome barriers to learning under the guidance of the teacher/senior staff.

Key Objectives

- Building positive, trusting relationships with children, parents and carers;
- Liaising with teachers, the SENDCO and pastoral staff to coordinate support for pupils;
- Supporting children returning to school following periods of absence;
- Tracking attendance data and maintaining accurate attendance records;
- Monitoring the impact of attendance interventions and reviewing progress;
- Identifying and reporting safeguarding concerns in accordance with school procedures;
- Working closely with the Attendance Compliance & Enforcement Officer and senior leaders to ensure attendance concerns are addressed appropriately.

Person Specification:

- Has experience of working with children and families in an educational, pastoral or safeguarding role
- Has excellent communication, organisation and interpersonal skills;
- Can manage confidential information professionally;
- Understands the importance of attendance and the barriers some families may face;
- Is committed to safeguarding and promoting the welfare of children.