

Job Description

| Identifying Facts | |
|--|----------|
| Title of Post: Behaviour and Attendance Worker | |
| Directorate: Education | Post No: |
| Section: Non-Generic Support Roles | Date: |
| Responsible to: Family Liaison Officer | |

Job Purpose

- To support the strategic working of effective safeguarding and home school liaison, working in conjunction with the Headteacher, Family Liaison Officer and Inclusion Leader.
- To work collaboratively under the direction of the Family Liaison Officer, in partnership with other professionals, to offer practical help and emotional support to pupils and families experiencing difficulties.
- To support individuals or groups of children in developing readiness for learning through support plans or in response to incidents during the school day.
- To work proactively with learners who may require additional support with both emotional and behaviour needs.
- To provide a friendly, approachable and confidential point of contact for families.
- To provide support to staff (including the Headteacher & pastoral team/DSL team) in the school, particularly when dealing with challenging or vulnerable families.
- To monitor and promote outstanding levels of attendance within the school.

Major Tasks and Responsibilities

1. To monitor and report on whole-school attendance data, as well as vulnerable groups of pupils, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
2. Promote equality as an integral part of a role and treat everyone with fairness and dignity.

3. Give close attention to the early identification and prevention of absence and communicate with key professionals to support the removal of barriers to families.
4. To liaise with the staffing team and Senior Leadership Team to formulate behaviour plans for individual children when needed. This may also include external agencies.
5. Record and maintain a log of behaviour incidents to be reported the Senior leadership Team and Governing Body.
6. Attendance checks to be undertaken daily before 9.30am. To follow up on any outstanding absences with parents/carers, escalating issues as appropriate, for example letters home, clinics and engagement with local authorities/other external agencies, as per the School's Attendance Management Policy and procedures.
7. Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data.
8. Manage attendance returns for the school census.
9. Manage the process of issuing penalty notices to parents.
10. Maintain accurate records of communications with parents/carers and relevant interventions.
11. Build and refresh knowledge of the school's MIS and other relevant systems.
12. Establish and foster good relationships with parents / carers of children at the school.
13. Promote the self-esteem of parents / carers to help them to maximise their own personal and interpersonal skills, which will enable them to respond to family needs by communicating effectively and providing appropriate parenting. Share information on practical childcare and parenting skills, including how to meet the emotional needs of children (e.g. setting boundaries and consistent discipline).
14. Work with parents to identify why their children are experiencing barriers to learning. Ascertain the probable causes and suggest and assist in the implementation of plans / action to resolve the situation, working closely with school staff, the child and the child's family.
15. Support children and families with regard to personal difficulties and signpost to services as appropriate.
16. To support / deliver parenting programmes to enable parents to find new ways of parenting.

17. To provide impartial information or make referrals on behalf of the school to relevant local services available to parents, children and families including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others. Keep up-to-date on the range of agencies working locally in order to maintain knowledge of services parents might be signposted to.
18. Promote equality for all individuals, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications), recognising clients' rights and choice and respecting personal beliefs and identity. Encourage good relations and effective dialogue between parents and teachers about children's progress. Work alongside teachers, teaching assistants and children within the classroom or group setting, as required.
19. Attend any required meetings and any appropriate staff meetings as requested by the Headteacher, including training and staff inset days. Continue own professional training and development as directed.
20. Liaise with members of school staff and share information as appropriate regarding families / children as necessary and with parent / carer consent, and to gain any relevant information with regard to new pupils.
21. Undertake Early Help assessments whilst managing and effectively recording actions and outcomes from Early Help Plans.
22. Maintain accurate records and all documentation pertaining to meetings / contact with children and young people and their families as appropriate under the FOS and Data Protection Act. Adhere to administrative processes relating to all aspects of work undertaken. To produce reports for reviews and meetings as required.
23. Attend identified meetings with the school Family Liaison Officer/Designated Safeguarding Leads and support in the delivery of Early Help action plans and linked referrals.
24. Respect confidentiality at all times.

Monitoring and reporting

25. Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern.
26. Track attendance of vulnerable groups of pupils and share information with school leaders.
27. Identify pupils that need additional support to improve their attendance.
28. Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils.

29. Lead daily/weekly check-ins to review progress and the impact of support/interventions.
30. Work with school leaders to develop and revise the school's attendance policy.
31. Implement children missing education (CME) procedures when appropriate.
32. Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils.

Working with parents/carers

33. Coordinate meetings with pupils and parents/carers to implement interventions and track progress.
34. Build positive relations with parents/carers to encourage family involvement in their child's attendance.
35. Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
36. Carry out home visits, where necessary, to address attendance concerns for individual pupils.

Safeguarding

37. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
38. Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
39. Promote the safeguarding of all pupils in the school.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.