



**Person Specification
Attendance Improvement Worker**

	Essential Attribute	Identified by
Qualifications:	<ul style="list-style-type: none"> Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications 	A
Experience:	<ul style="list-style-type: none"> Experience of working in the field of attendance and safeguarding Engaging and working directly with young people and their families including vulnerable families Demonstrating planning, organising and monitoring skills Working constructively with students, families and other professionals Dealing effectively with difficult situations within families and between individuals and agencies 	A I R A I R A I R A I R A I R
Knowledge and Skills:	<ul style="list-style-type: none"> School systems and an understanding of the impact poor and non-attendance can have and the impact on academic progress Knowledge and understanding of difficulties faced by families under stress Knowledge of national attendance regulations for schools A good understanding of Early Help intervention, including use of EHAT and the TAF process. Knowledge and understanding of child protection issues, Child Protection Plans & Child in Need Plans An understanding of the aims and activities of educational life Knowledge of mental health, CAMHS service and ESW Understanding of the needs of young people with Education Health and Care Plans including A.S.D., A.D.H.D. and A.D.D. An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds Good written and verbal communication skills Good ICT skills 	I R I R I R I R A I A I A I A I A I A I A I
Other Requirements	<ul style="list-style-type: none"> Ability to work independently and as part of a team, managing own case load and use initiative Ability to work under pressure Commitment to personal development 	I R I R I R

	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. 	I R
	<ul style="list-style-type: none"> • To be patient, supportive, tolerant and sensitive 	I R
	<ul style="list-style-type: none"> • Ability to adopt a flexible approach 	I R
	<ul style="list-style-type: none"> • Maintain confidentiality 	I
	<ul style="list-style-type: none"> • Good sense of humour 	I
	<ul style="list-style-type: none"> • Driving license and own car is essential as the post holder will have to travel to meetings and make home visits 	I

	Desirable Attributes	Identified by
	<ul style="list-style-type: none"> • Experience of work within a school attendance related service or school administration. 	A I
	<ul style="list-style-type: none"> • Experience of providing support to teenage girls with a range of backgrounds and educational needs. 	A I
	<ul style="list-style-type: none"> • Experience of using Arbor. 	AI
	<ul style="list-style-type: none"> • Recognised qualification for working with young people. 	A

R = References

A = Application Form

I = Interview