



**Job Title:**                **Attendance Family Support Manager**

**Line Manager:**        **Deputy Headteacher**

We are looking for a member of staff to work as part of the school pastoral and inclusion team to be responsible for supporting students attendance. In particular, you will work closely with families and act appropriately when persistent absence becomes a safeguarding issue.

**Main Duties:**

- To liaise with the school LLP and Hampshire inclusion team with regards to key families as part of a wider attendance project.
- To liaise on a regular basis with the Attendance Officer, Inclusion Team, other leaders and appropriate staff to share and report information.
- To lead Governors attendance panels where school support strategies have not been successful.
- Complete Inter Agency Referrals for students and families to facilitate multi agency support.
- To present reports to the Senior Leadership Team and Governors on case studies and attendance reports.
- Line Management of the Attendance Officer.
- To identify needs and advocate the development of new work in the area to meet these needs.
- To coordinate with the SENDCO to ensure the Engage alternative provision is well managed and students progress is monitored and support escalated where necessary.
- To liaise with relevant agencies to improve swift and easy access to statutory and voluntary services.
- To contribute to multi-agency/multi-disciplinary meetings, groups, interventions, plans and strategies as necessary and to maintain effective liaison with other services in the Children, Families and Adult Services, as well as with other services and agencies concerned with the education and welfare of children, especially with regard to cases of Child Protection.
- Organising meetings and drop-ins at appropriate times with relevant parents.
- To be responsible for carrying out the appropriate actions following assessments/meetings.
- To monitor and evaluate the effectiveness of the work and providing reports as required.



- Work directly with parents; individually and in groups to provide practical support, advice and guidance around a range of issues particularly EBSA.
- Support with parenting skills by providing parenting guidance and support, either on a one-to-one basis or via parent workshops.
- Practical help and emotional support for families particularly at times of crisis.

**Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified**

### **Personal Specifications**

- Educated to GCSE level C or equivalent in Maths and English.
- Effective interpersonal and communication skills.
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative
- Good knowledge of Microsoft Office packages

### **Ideal but not essential**

- Experience working with SIMS
- Experience of Excel
- Experience of working in a busy school environment

*The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.*

