**Attendance and Inclusion Support Worker**

**ROLE:**

To provide support for Teaching and Learning through the provision of high quality administration and clerical services in respect of attendance across the whole school. The post holder will take responsibility for all aspects of the management of attendance data for students at the school and ensure compliance with the appropriate policies.

**ACCOUNTABILITY:**

Line management for the role is through the Inclusion Leader.

**SPECIFIC RESPONSIBILITIES INCLUDE:**

* Management and administration of all aspects of the school attendance data to optimise student attendance.
* Daily attendance duties including: first day response, third day response, missing registers, fire registers, part-time timetables, lates and punctuality, updating synergy for trips/visit/exams/sporting fixtures/interventions.
* Support and promote excellent attendance, good time keeping and punctuality to school and lessons, addressing poor attendance and/or punctuality with students and their parents/carers and ensuring appropriate intervention for improvement.
* Complete Home visits to address barriers to excellent attendance and support students returning to school.
* Complete Early Help Assessments and where appropriate be the lead professional and organise/chair regular TAF meetings in liaison with Heads of Year, Attendance/Inclusion Team, external agencies to support the students with areas of unmet need with a view to improving attendance.
* Support students around EBSA and be involved with interventions where appropriate.
* Focus on daily management of SEN attendance liaising with the team, home and students. Able to prepare case study if required.
* In liaison with Heads of Year, Attendance Team, senior staff, parents and relevant outside agencies, provide statistical information on attendance and punctuality including the production of timely reports, attendance at meetings and maintaining follow-up documentation.
* Provide administration support in relation to punitive measures ie Fixed Penalty Notices and Prosecution.
* Keeping accurate records of all types of contact, from parents and carers, including text messages, phone calls and correspondence.
* Support teaching and support staff in respect of attendance recording/monitoring. Assist in school marketing and promotion (e.g. attendance at open/parents evening).
* General clerical and administrative duties in support of teaching and learning as appropriate.
* Any other tasks reasonably requested by the management of the school.

Lytham St Annes High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment and to demonstrate suitability for working with young people. The successful applicant will be required to undertake and maintain an enhanced DBS check.

* At all times to carry out the duties in accordance with school-based policies, the Data Protection Policy and Health and Safety procedures.
* Continuing professional development and participation in the staff review system are requirements of the role.
* Participate in relevant meetings and subject specific training appropriate to the role.
* Responsibilities/duties may be varied at any time to meet changed circumstances in a manner compatible with the post held.
* The post holder will be expected to work their hours flexibly depending on the operational needs of the school.
* It is the responsibility of drivers who intend to use their vehicles for work related purposes to ensure they hold the appropriate level of business insurance and full UK driving license.

Responsibilities contained in this job description may be modified or amended at any time after consultation with the post holder

Annual Arrangements : Full Time – Term time plus 5 days INSET

HOURS: 37 Hours (8am – 4pm)

SALARY: Grade 6 (scp 11 - 19) £27,269 - £31,067 FTE LCC EPR 12 Grade Model

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**R. Baker – HEADTEACHER**