

Attendance Support Worker			
Reference No.	A4385		
Service:	Education		
Job Family:	Education Specialist Support	Grade:	FC5

Purpose
The Attendance Support Worker (ASW) will work as part of a team to address individual cases of attendance, and to support work to address attendance issues in the identified area.
The ASW will work with schools to monitor and promote attendance and provide support for schools as identified.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Building working relationships with pupils, parents/carers and key partners to agree appropriate solutions that improve school attendance by working directly with young people, their parents/carers, partner organisations and school staff teams to support young people and build their engagement in learning, involvement in school life and attendance in school.
Working in partnership with schools and other agencies to support and promote children and young people's engagement and attendance in Education by acting as a supportive link between families and school, using solution focused and task centred approaches to promote attendance/punctuality to raise attainment
Effectively apply Fife Child Protection Policy
Planning and prioritising home visits and calls through analysis of attendance data and adherence to referral procedures.
Responding effectively to child protection concerns in relation to non-attendance identified from various sources (e.g. multi agency meetings, School Liaison Groups/Primary Liaison Groups, review meetings or similar or from members of the public, school staff or FACST).

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Experience of working with vulnerable children and families	✓	
Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent	✓	
Ability to travel throughout Fife	✓	
Partnership working skills	✓	
Networking skills	✓	
Knowledge of child protection issues		✓
Prioritisation skills	✓	
Initiative taking skills	✓	
Knowledge of data protection		✓

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Visit families and young people at home to develop an understanding of the barriers to attending school and explore potential solutions	Communication skills	✓	
Researching, analysing and monitoring attendance data to identify trends and potential attendance issues for individual pupils or within a local area.	Analytical skills	✓	
Identifying, monitoring and responding to absent/missing children, and following up all enquiries as appropriate by working directly with children to seek their views, understand their barriers to learning and engage them in education	IT skills	✓	
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Liaising and collaborating with schools and other agencies, taking part in and providing reports for pupil reviews and meetings (Including Team Around the Child Meetings and attendance reviews).	Report writing skills		✓
Participate in supportive meetings, for example Child Wellbeing Pathway meetings.	Organisational skills	✓	
Enabling pupils and their families who have complex needs and difficulties to engage with services to build on strengths and assessing needs and risks and responding appropriately.	Conflict handling skills	✓	
Undertaking group work with parents, pupils and families.	Experience of facilitating group work programmes		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>