

Attendance Support Worker			
Reference No.	A4385	Type	Individual
Service	Family Support Service		
Job Family	Care 4	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:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Building working relationships with pupils, parents/carers and key partners to agree appropriate solutions that improve school attendance.	Experience of working with vulnerable children and families (Deliver results – See ‘How We Work Matters’ Framework)	✓	
	Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O’ Grades or equivalent	✓	
	Ability to provide a regular and effective service	✓	
	Ability to travel throughout Fife	✓	
Working in partnership with Education, Social Work, Community Police, and other key partner agencies to support and promote attendance	Partnership working skills (Work together)	✓	
	Networking skills	✓	
Being aware of risks associated for pupils where there are child protection and/or care and welfare concerns.	Knowledge of child protection issues		✓

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
Planning and prioritising home visits and calls through analysis of attendance data.	Prioritisation skills	✓	
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 and school staff.	Initiative taking skills (Take ownership) Knowledge of data protection	✓	✓
Conducting home visits and advising parents/carers of their legal responsibilities.	Communication skills	✓	
Researching, analysing and monitoring Management Information systems to identify trends and potential attendance issues for individual pupils or within a local area.	Analytical skills IT skills (Embrace technology and information)	✓ ✓	
Identifying, monitoring and responding to absent/missing children, and following up all enquiries as appropriate.	Experience of either early years, school, community, health or social work/care setting		✓
Preparing reports for and attendance at Children's Hearing Panels as appropriate.	Report writing skills		✓
Organising attendance reviews with Guidance Teachers / school staff as appropriate.	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 (Focus on customer)	✓	
Undertaking group work with parents 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.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results