



**Part time - Fixed term post from 1<sup>st</sup> September 2024 – 1yr contract with the possibility for it to be extended.**

Gade 3 (£22,737 - £23,893 FTE) 30hrs per week (8.00am – 2.30pm) 39 weeks.

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade C in English and maths</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school environment or other educational setting</li> <li>Experience planning and delivering targeted interventions</li> </ul>	Application Certificate
<i>Knowledge, skills and aptitudes</i>	<ul style="list-style-type: none"> <li>Good listening skills</li> <li>Effective written and verbal communication skills</li> <li>Knowledge of the possible interventions to raise attendance</li> <li>Knowledge of the potential barriers to high attendance that pupils may face</li> <li>Ability to tailor interventions to individual pupils</li> <li>Ability to use IT systems and to conduct analysis and produce reports</li> <li>Good knowledge of Excel / Integris (or similar MIS systems) / Word / ParentMail</li> <li>Ability to create good relationships with pupils, staff and parents</li> <li>To be able to accommodate changes to working hours when the role requires it</li> <li>Knowledge of TACs, PSPs, LAC EHAs</li> </ul>	<ul style="list-style-type: none"> <li>Experience identifying interventions to raise attendance of pupils</li> <li>Experience working directly with pupils and parents</li> <li>Experience analysing data and producing reports and identifying key insights</li> <li>Experience working with colleagues and external stakeholders (e.g. from external agencies)</li> </ul>	Application Interview

Personal skills	<ul style="list-style-type: none"> <li>• Willingness to provide the best possible opportunities for all pupils</li> <li>• Organised, proactive and self-motivated</li> <li>• Good time management skills</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Committed to safeguarding, equality, diversity and inclusion</li> <li>• Courage to take action to protect children from harm</li> <li>• Commitment to continued personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working collaboratively with colleagues</li> </ul>	Application Interview Reference
Special requirements	<ul style="list-style-type: none"> <li>• Willingness to contribute to the extra-curricular provision in school</li> <li>• Willingness to work alongside the lunch team and support during playtimes</li> </ul>		

This job description may be amended at any time in consultation with the postholder and Headteacher.

**Last review date:** 26/06/2024

**Next review date:** 26/06/2025

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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