



Attendance Lead

PERSON SPECIFICATION

Professional Qualifications	Essential	Desirable	Evidence
Educated to GCSE level	✓		Application and Documents
Evidence of a continued professional development in a relevant field		✓	
Educated to A Level standard		✓	
Professional Experience	Essential	Desirable	Evidenced
Experience in an attendance role in a school environment		✓	Application Interview References
Experience of SIMS		✓	
Experience of working with students or young people		✓	
Personal Skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview References
Knowledge and understanding of strategies to remove barriers to learning in young people		✓	
Knowledge of the range of additional support/agencies available for students		✓	
Knowledge of the rights and responsibilities of parents		✓	
Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality	✓		
Shows initiative, organisation and time management skills	✓		
Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance	✓		
Empathy for students with difficult a home and/or school life	✓		
Ability to work under pressure	✓		
Personal Attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community	✓		Interview



Testbourne Community School

Positive mind set with a passion for overcoming barriers.	✓		
Strong working ethos with a proactive, positive, enthusiastic and flexible approach.	✓		

Working conditions – environment, and physical effort or strain.

Minimal degree of physical effort involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

The role of Attendance Lead will require a successful candidate to carry out home visits on students who are not attending school for welfare purposes.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.