



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Attendance Support Assistant

**DEPARTMENT:** Children's Services

**LOCATION:** Countywide

**GRADE:** East Sussex Single Status 5

**RESPONSIBLE TO:** Extended Support Services Team Leader

### **Purpose of the Role:**

With guidance and support from the ESBAS team: to work in partnership with ESBAS practitioners, school staff, parents and carers and other agencies to provide high quality, short-term intensive intervention and support for children and young people identified as having poor school attendance.

### **Key tasks:**

1. To demonstrate a knowledge and understanding of the main factors and approaches associated with poor school attendance and the psychological and emotional needs of children and young people.
2. To have knowledge and understanding of current policy and legislation and how this relates to children with poor school attendance and SEND.
3. To assist other members of ISEND Services in analysing the needs of children and young people with poor school attendance and identifying appropriate strategies to support them in and out of class as part of an integrated response.
4. To establish the cause of identified problems and implement strategies to resolve any difficulties via targeted intervention, ensuring that all activity is traced and outcomes recorded.
5. To work with children and young people in schools, to promote inclusion by providing individual or small group support to enable delivery of and access to the National Curriculum.
6. To promote the acceptance and inclusion of the child/young person with poor school attendance, encouraging pupils to interact with each other in an appropriate and acceptable manner.

7. To support the child/young person in developing social skills both in and out of the classroom.
8. To help the child/young person to develop the skills, knowledge and understanding to identify and manage their emotions appropriately.
9. To help the child/young person to identify and communicate the reasons behind their poor school attendance and work collaboratively to improve this.
10. To monitor the child/young person's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self-reliance and self-esteem.
11. To provide feedback on the child/young person's engagement with learning to the teacher/SENCO, including feedback on the effectiveness of the approaches adopted.
12. To develop ways of exchanging information, skills and trust with parents/carers and other professionals to support good school attendance.
13. To safeguard and promote the welfare of children and young people according to the East Sussex Children's Services Child Protection Policy.
14. To carry out the above duties in accordance with the Children's Services Equal Opportunities Policy.
15. To work within the framework of Therapeutic Thinking and ensure all work is completed according to these principles.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

**JOB TITLE:** Attendance Support Assistant

**GRADE:** Single Status 5

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to work as part of a team and independently
- Ability to use language and other communication skills that pupils can understand and relate to
- Ability to establish positive relationships with pupils and empathise with their needs
- Ability to demonstrate active listening skills
- Ability to consistently and effectively implement agreed strategies
- Ability to provide levels of individual attention, reassurance and help with access to their educational provision and learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task
- Ability to analyse poor school attendance and identify push and pull factors.
- Ability to assess individual needs and monitor progress against desired outcomes.
- Ability to maintain productive working relationships with colleagues within the service, schools and other partner agencies.
- Good interpersonal and communication skills with a wide range of people.
- High level organisational skills.
- Ability to work in a discreet and sensitive manner, with regard to confidential information.
- A sensitivity to and awareness of the diversity of differing needs of families and children/young people.
- A commitment to equal opportunities through non-discriminatory practice.
- Ability to work Countywide.

### **Essential education and qualifications.**

These criteria will be evidenced via certificates, or at interview

- A good standard of education particularly in English and Mathematics
- Evidence of recent professional development in a relevant field.

### **Desirable education and qualifications.**

These criteria will be evidenced via certificates, or at interview

- NVQ Level 2 for Teaching Assistants or equivalent

### **Essential knowledge**

These criteria will be assessed at the application and interview stage

- Knowledge of the barriers to school attendance and strategies to improve access to learning.
- Knowledge of the SEND Code of Practice and the principles of supporting children/young people with SEND.
- Experience of working in an educational setting.

### **Desirable knowledge**

These criteria will be assessed at the application and interview stage

- Knowledge of the legislative framework that underpins the work of ESBAS.

### **Essential experience**

These criteria will be assessed at the application and interview stage

- Experience of supporting children, including those with special educational needs, in varied settings such as a school / classroom, alternative environments.
- Experience of the implementation of strategies to improve school attendance.

### **Desirable experience**

These criteria will be assessed at the application and interview stage

- Experience of conducting outcomes-based assessments of children and young people.

**Other essential criteria**

These criteria will be assessed at the application and interview stage

- Self-motivated
- A commitment to achieving the best outcomes for children and young people
- Professional integrity and confidentiality
- Ability to challenge professionals and parents whilst remaining calm and maintaining effective relationships.
- Full driving license or the ability to demonstrate how you will meet the travelling needs of the role

**Date (drawn up): August 2020**

**Name of Officer(s) drawing up person specifications: IW**

**Job Evaluation Reference: 12025**

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes/No
Working with children/vulnerable adults	Yes/No
Moving & handling operations	Yes/No
Occupational Driving	Yes/No
Lone Working	Yes/No
Working at height	Yes/No
Shift / night work	Yes/No
Working with hazardous substances	Yes/No
Using power tools	Yes/No
Exposure to noise and /or vibration	Yes/No
Food handling	Yes/No
Exposure to blood /body fluids	Yes/No