

# The Holy Family Catholic School



## Attendance Outreach Worker Required for September 2021

*Band 6 Point 6 (Actual salary £11,060) permanent, 25 hours per week term time only Monday – Friday 9.30 am – 2.30 pm (hours can be negotiated)*

***Driving licence and car is essential for this role (mileage will be paid)***

The Holy Family Catholic School has created an exciting opportunity for a newly designed post of Attendance Outreach Worker. To work with within the Attendance Team working with families and students to improve attendance and building links between the school and home. Work daily with the Attendance officer to create a caseload of home visits, to intervene with the families of poor attendees and provide support, keep accurate records of all visit outcomes, including a daily log. Primarily working with students with 80-95% attendance

### **Key Duties and Responsibilities**

- To monitor, manage and contribute to the improvement in student attendance and punctuality, working with the Attendance officer and the pastoral team
- Meet and support both parents and students
- Establish constructive relationships with parents/carers
- Give daily feedback following home visits, reporting to the Pastoral team and others as required
- Establish good relationships with students, being a role model by presenting a positive personal image and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to act independently as appropriate
- Undertake record keeping, ensuring relevant information and data is kept updated
- Be aware of and support difference, ensuring all students have equal access to opportunities to learn and develop
- To attend appropriate courses/training as required
- Attend meetings as required
- Contribute to the overall ethos/work/aims of the School

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out, which would be determined by the Line Manager or Headteacher.

Applicants must have effective oral and written communication skills and be computer literate, with GCSEs including English and Maths.

The Holy Family Catholic School is a consistently oversubscribed Catholic School serving the town of Keighley and surrounding villages in pleasant-rural surroundings.

We offer an excellent platform for enhanced career development and whole school leadership opportunities in a friendly, supportive and enthusiastic staff team.

The successful appointment will be subject to a successful DBS check

**Please note we require you to apply using our application form, details of how to access are below.**

Further details and application forms are available by contacting Mrs M Clare by email: [mclare@holyfamilyschool.uk](mailto:mclare@holyfamilyschool.uk) Tel: 01535 210212

Closing Date: Thursday, 15 July 2021 at 9.00 am