JOB DESCRIPTION

Job Title	**Attendance Ambassador**
Grade	Essex Pay Band 1 – Point 1
Reports to	
Responsible for	
Liaison with	Teachers, Other Staff, Agencies, Students and Parents as required
Job Purpose	• To encourage and enable the school attendance (or alternative education provision) of all children of school age; • To promote the welfare, appropriate development and protection of children and young people; • To co-operate in the multi-agency/disciplinary network of support for children and young people to eliminate abuse and exploitation; • To assist in the development and, where necessary, maintenance of effective home-school partnerships.
Duties	**1. Attendance and Education otherwise than at school** • To visit/contact students' homes to encourage improved attendance. To assist with 'Late on the Gate' duties at schools with school and attendance staff. • To keep professional, accurate and detailed records in accordance with service policy and practice. **2. Child Protection** • To in accordance with the Local Authority's statutory duties, work closely with colleagues from other agencies/disciplines in order to protect children from abuse by:- - being ever alert to the signs and symptoms of abuse; - receiving disclosure of abuse sensitively and professionally; - making appropriate referrals about actual or suspected abuse; - providing reports as required; - working with schools to alert and involved in protecting children and young people. **3. Child Protection and licensing of children in entertainment** • To assist in the promotion, investigation and enforcement of legislation relating to child employment, children in entertainment and work experience, as may be necessary. **4. General case management, support and service delivery** • To develop a positive and supportive relationship with students, parents, schools, other service units, Social Services, Health and other agencies to meet the needs of individual students. • Where necessary, to sensitively and professionally challenge attitudes and behaviour in other professionals and champion the rights of service users. • To promote and explain the work of schools and other educational establishments with students, parents and carers. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace. • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.