



# ARTHUR MELLOWS VILLAGE COLLEGE

Helpston Road, Glington, Peterborough PE6 7JX  
Technology Specialist School

## JOB DESCRIPTION

<b>Post Title</b>	<b>Attendance and Alternative Provision Officer</b>
	This College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.
<b>Reporting to:</b>	Assistant Headteacher
<b>Working time:</b>	Full time

## MAIN (CORE) RESPONSIBILITIES

- 1 Ensure the College's approach to attendance and welfare issues are effective at every level.
- 2 Monitor and provide support for students whose attendance falls below the threshold.
- 3 Lead and provide support and guidance to students and their parents/ families experiencing social, emotional, health and behavioural issues where attendance at College is affected.
- 5 Lead attendance meetings.
- 6 Working under the direction of the Assistant Headteacher to enable access to learning for pupils.
- 7 Tutoring students off site on a one to one basis at the student's home.

## MAIN DUTIES

- Set clear short and long term objectives in line with College targets to improve attendance and punctuality.
- Working with the Pastoral Team to identify early absence traits and prevent issues escalating.
- Identify and investigate absences and/or poor punctuality, establish the reasons behind these occurrences and develop strategies for improvement.
- Work with parents and families, College and pupils, to identify why full attendance is not being achieved.
- Carry out home visits to support parents in encouraging their children to maintain full and regular attendance.
- Carry out home visits to ensure attendance for public examinations.
- Produce all paperwork regarding unsatisfactory attendance.
- Prepare legal cases for the prosecution of parents for unsatisfactory attendance.
- Represent the College in any attendance related legal proceedings.
- Liaison with staff, parents and external bodies
- Work with the parents, pupils, school staff and other support agencies to prevent problems worsening and interfering with the pupil's ability to engage with College and learning.
- Support parents and their children through transitions to ensure continual engagement with College and learning.
- Contribute to and attend relevant professional meetings such as CIN, Child Protection Reviews, core groups and Family Recovery Project Reviews, as directed by Senior Pastoral Manager.

## **SECTION 1 - DUTIES:**

### **Supporting the Pupil**

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils both on and off site.
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach, including on a one to one basis at the student's home.
3. Monitor pupil progress.
4. Support all transitions, eg Year Group, school change, home to school.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the Teacher.

### **Supporting the Teacher**

1. Provide detailed and regular feedback on pupils achievement, progress, problems, etc.
2. Organise the learning environment and develop classroom resources as required.
3. Monitor and track progress and provide feedback to assist in developing IEPs for children with additional needs.
4. Undertake support activities for the teacher as required including supporting with pupil behaviour.
5. To attend required meetings.

### **Supporting the Curriculum**

1. Undertake programmes linked to local and national learning strategies - eg literacy, numeracy, KS3, early years - recording achievement and progress and feeding back to the teacher.
2. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.
4. Liaise with external providers for courses.

### **Supporting the College**

1. Be aware of, and comply with, policies and procedures, eg child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Develop and maintain effective relationships with other staff, parents and carers.
3. Attend relevant meetings as required.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post

Compiled by:	
Approved by:	
Date:	