

## **Job Description**

<b>POST</b>	Attendance and Student Support Officer
<b>GRADE</b>	St Bede's Grade 7, point 7 – 2 hours per day, 08.30-10.30, Attendance Administration St Bede's Grade 9, point 19 – 4 hours per day, 10.30-14.30, Student Support Officer
<b>HOURS</b>	30 hours per week, term time only including 2 in-service days Monday to Friday 08.30 – 14.30
<b>MANAGED BY</b>	Assistant Principal – Pastoral / Vice Principal – safeguarding and welfare

### **ATTENDANCE ADMINISTRATOR**

#### **Key Job Outcomes**

To monitor, collate and complete whole-school attendance data. Establish MIS and SISRA protocols to allow the effective and efficient collection of student progress data

#### **Administration**

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Manage attendance returns for the school census
- Build and refresh knowledge of the school's MIS and other relevant systems
- Manage the absence email and Reach messages and update the MIS system
- Update paper trip registers
- Send daily absence messages home, following up with any issues/discrepancies
- Advise the Attendance Officer and Safeguarding Lead of any absent vulnerable students and the reasons for absence
- Support the attendance team with any additional duties

### **STUDENT SUPPORT OFFICER**

#### **Purpose of the Job**

To enable pupils to overcome individual barriers to learning and raise standards of achievement by identifying the problems and being solution focused.

#### **Key Job Outcomes**

Enable the students to raise standards of achievement, improve attendance, raise standards of behaviour, self-esteem and confidence and increase post 16 participation rates by:

- Developing a 1:1 mentoring relationship with students identified as needing support and to devise, implement and evaluate individual student action plans
- Supporting students identified as at risk of underachieving
- Supporting students with behavioural difficulties by liaising with learning support staff and other external agencies as appropriate
- Support pupils in developing behaviour management strategies and technique
- Register pupils when necessary, ensuring a calm and prompt start to the college day
- Be available at front of house during registration periods

- Be available throughout the day to support students with their concerns. Triage their needs and signpost support
- Listen to, reassure and support students, as needed
- Carry out regular uniform checks
- Attend tutor meetings when required
- Attend relevant meetings including Tutor and Head of Year 7/Head of House meetings when required
- Maintain contact with parents as needed
- Provide assistance with
  - monitoring and reviewing pupil progress with the Head of Year 7/Heads of House
  - following up absences in consort with the Welfare and Attendance Officer, the smooth transition of pupils joining or leaving the college in year
  - monitoring of targets for pupils on the support programme
  - administration and invigilation of internal and external examinations
  - support of disciplinary matters as delegated by Heads of House/ Head of Year 7
- Coordination and collation of work for pupils who are absent long term, in inclusion or suspended
- Monitoring of students working in inclusion
- On a termly basis collect and collate recommendations for class movement
- Support the First Aid Coordinator

## **OTHER AREAS OF RESPONSIBILITY**

### **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### **General Accountabilities**

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
- E. All employees participate in an annual review of performance and agree targets for further development.
- F. Present for work in a professional manner in accordance with the Code of Conduct for Staff.
- G. Support the Catholic ethos of St Bede's as a Catholic college.

The post holder may also be required to undertake other duties commensurate with their grade in relation to a post of this nature.