

Job Description

Division:	Schools	
Post Title:	School Welfare and Attendance Support Officer (AA3667)	
Evaluation:	533 Points	Grade: N7
Responsible to:	Head Teacher	
Responsible for:	N/A	

Job Purpose:

- To develop systems that will enable the school to improve on base figures on attendance and truancy as set by the Government, the LA and the school;
- To work with parents, families, young people and the school to respond to absence and support efforts to reduce levels of persistent absence.
- To contribute to Local Authority Working arrangements and to implement and contribute to C.A.F. and “Team Around the Child” Meetings as appropriate.

Main Duties: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To work as a school welfare and attendance support officer and to contribute to the objectives of the school in respect of ensuring improved outcomes for pupils and their families. To work closely with the school’s Leadership Team on all issues connected with welfare and attendance.
2. To support and work with parents, families and children and young people through the development and implementation of strategies and interventions which will help ensure regular school attendance and reduce levels of persistent absence.
3. To contribute to the effective use of statutory measures where appropriate, and to be involved in decisions regarding the use of such powers.
4. To carry a caseload where the major areas of concern are absence from school and the underlying causes behind such absences.
5. To work with the school to identify cases where absence is a cause for concern. To particularly focus upon addressing issues where persistent absence is an expected consequence if no intervention or support is made available.

6. To undertake home visits (both with colleagues and on a lone basis) and contact with families where absence from school is identified, and to work with parents, families and children to address these issues.
7. To contribute to effective multi-agency working with the school and other stakeholders and to ensure the appropriate use of C.A.F. and other integrated working tools.
8. To contribute to policy development and provide advice and guidance on policies and procedures relating to welfare and attendance including external regulations and legislation as required.
9. Participate in the development of school reward systems in relation to attendance and account for a limited delegated budget in this area.
10. To ensure that Safeguarding procedures are implemented appropriately and to contribute to meetings and any subsequent action plans in respect of children and young people and their families.
11. To ensure all record keeping and reporting requirements are adhered to and to provide reports to the Head Teacher, in accordance with service, professional requirements and statutory requirements.
12. To share information with the Head Teacher about intervention strategies, their impact, the outcome of such interventions, and the pupils they are working with.
13. Produce and interpret statistical data relating to attendance patterns.
14. Make contact with other schools and gain any relevant information about the attendance records of new pupils.
15. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
16. Liaise with Education Welfare and other support services to improve attendance rates.
17. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.

June 2013