

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Attendance and Welfare Officer	<u>Grade:</u> E (points 9 – 13)
<u>Job Family:</u> Organisational Support	
<p><u>OVERALL PURPOSE OF JOB:</u></p> <p>As the Attendance and Welfare Officer, you will take a lead role in the administration of pupil data & information and pupil attendance. You will implement 'first day' response strategies/policy and home visits to improve attendance across the academy. You will support Designated Safeguarding Leads (DSLs) in providing a high quality and effective safeguarding and pastoral support across the academy, maintaining accurate records and working with staff, pupils, parents and external agencies to ensure appropriate plans and strategies are in place to support pupils and their families. You will develop positive, respectful and responsive relationships with parents/carers and partners to enable children and young people to develop their full potential.</p>	
<p><u>MAIN RESPONSIBILITIES:</u></p> <ol style="list-style-type: none"> 1. You will administer and maintain all student data and information; including in year transfers and end of year procedures, ensuring records are transferred to receiving schools. 2. You will monitor registers; follow up absences, deal with responses from parents, amending registration marks and adding notes to show reasons for absence. 3. You will ensure the Children Missing Education procedure is followed by the academy. 4. You will identify pupils with poor attendance and persistent absentees or those at risk of becoming a persistent absentee and provide targeted support to pupils and families to ensure attendance improves. 5. You will undertake home visits with support staff where necessary and ensure meticulous records of actions and outcomes are kept. 6. You will support the implementation and success of whole school and individual attendance strategies/plans and incentive schemes which promote and celebrate excellent attendance; tailoring interventions alongside parents/carers and staff. 7. You will work with the appropriate agencies to carry out the statutory duty of legal action when all attempts to improve school attendance have failed. 8. You will administer and monitor initiatives to improve attendance as required. For example, home school agreements, parenting contracts, parenting orders, penalty notices etc. 9. You will produce attendance statistics and reports showing relevant trends and present at relevant meetings. 10. You will produce an attendance printout for each pupil every half term to be sent home with reports. 11. You will work closely with the DSL and Deputy DSL to assist with the administration of safeguarding throughout the academy. 12. You will be aware of and comply with academy and local authority safeguarding and child protection policies and procedures. 13. You will liaise with social workers and other external agencies as appropriate including assisting with referrals and following up on casework where required. 14. You will support parents and their children through transitions continuing engagement with school and learning. 15. You will work with parents in a school context, supporting them and building their engagement with school and their child's learning; using regular proactive and positive communication (letters, newsletters and opportunities to come into school). 	

16. You will ensure that parents feel confident to engage with their children's learning by implementing and facilitating parental engagement for example through parent forums, coffee mornings and community events.
17. You will administer first aid for pupils, contacting parents and updating Evolve accident book.
18. You will manage first aid supplies to ensure staff are able to respond to first aid needs/incidents.
19. You will manage first aid records of pupils, ordering and maintaining resources.
20. You will manage pupil records with regard to medical needs (including allergies and associated medicine(s)).
21. You will uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers and the wider community.

General

22. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
23. You will participate in training and other learning activities and performance development as required.
24. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
25. You will ensure strict confidentiality in all areas of work.
26. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
27. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
28. You will understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer at once.
29. You will always comply with the Trust and academy's policies and procedures.
30. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- A recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience (C)
- Grade C or above, in both English and Maths (C)
- First aid trained (C)
- Working with children and adults (A/R)
- Working in multi-cultural contexts (A/R)
- Working with challenging people (A/R)
- Able to communicate effectively face to face, by telephone and in writing with a wide range of people (A/I/R)
- Ability to work constructively as part of a team (A/I/R)
- Able to work to demanding and often conflicting deadlines (A/I/R)
- Excellent communication skills (A/I/R)
- Ability to relate well to children and adults (A/I/R)
- Able to work with a high level of accuracy (A/I/R)
- Able to work sensitively with confidential information (A/I/R)
- Good ICT skills (A/I/R)
- Experience of using Bromcom or similar programme (A/I/R)
- Commitment to self and team development (A/I)
- Able to maintain a safe, calm and happy ethos (A/I)

Desirable

- Designated Safeguarding Lead trained (C)
- Working with multi-agencies (A/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with the Principal/senior leaders and teachers within the academy.

Support Staff – in daily contact with support staff who are involved in administration, cleaning, catering, site supervision, and health and safety.

Trust Staff – in regular contact with Trust staff within facilities and human resources.

External – in regular contact with AAB members, parents/carers, suppliers, external agency professionals, and other government and local authority staff, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.