



JOB DESCRIPTION

Job Title: Attendance & Welfare Officer
Salary: SCP 21 - 25 (£26,511 - £29,577 per annum FTE)
Contract: 37 Hours per week, Term Time only plus 5 days
Responsible to: The Director of Attendance and Welfare

Responsible for:

- Liaison with families, Academy staff and other agencies on attendance and welfare related issues.
- The recording of attendance and absence marks daily and completion of all administrative duties commensurate with the role.
- Monitoring and reporting on progress against Academy attendance targets.
- Academy compliance with statutory requirements under the Attendance code of Practice and DCSF guidelines

Purpose of the job:

To secure the beneficial and regular attendance of all students of the Academy, by supporting students and families and working closely with other agencies. Where necessary carrying out the statutory duty of legal action, to maintain high student attendance levels, improve punctuality and reduce unauthorised absence at the academy and across the Multi Academy Trust.

Duties and Responsibilities

- To input the attendance and absence marks daily and complete all administrative duties commensurate with the role.
- To carry out all first day absence calls and or home visits.
- To meet with the Attendance Team and the Director of Attendance & Student Welfare on a regular basis to review individual student's attendance and progress towards whole school and year group targets.
- To support the Pastoral Team, instigating and delivering strategies to target improvements in attendance for students recognised as being at particular risk of poor attendance and exclusion.
- To work with the appropriate agencies to carry out the statutory duty of legal action when all attempts to improve school attendance have failed.
- To administer and monitor initiatives to improve attendance as required. For example, fast track, parenting contracts, parenting orders, penalty notices etc.
- To undertake and keep accurate up to date records of all casework and conduct home visits and ensure meticulous records of actions and outcomes are kept.
- To participate in staff meetings and agreed relevant working events.
- To provide information and advice to Pastoral colleagues on individual casework.

- To develop and support resources as identified in line with policy requirements.
- To work in partnership with the police and Local Authority to undertake truancy sweeps.
- To comply with policies and procedures relating to child protection and safeguarding.
- Attend and send reports to Initial Child Protection conferences, reviews and core group meetings for children.
- Ensure the Children Missing Education procedure is followed by the Academy
- To ensure the Child Employment and Children in Entertainment regulations are maintained.
- To aid the smooth integration of in year student transfers under the Academy admissions policy
- To contribute towards developing whole school strategies to improve attendance at the Academy
- Uphold the professional standards expected of every member of the Academy's staff in all dealings with colleagues, students, parents/carers and the wider community
- To ensure that parents are aware of their responsibilities in relation to exclusion from school and to use reintegration strategies for all children out of school.
- To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques including:
 - Common Assessment Framework
 - Group work
 - Individual and family support work
 - Parenting skills development
 - Sign-posting to other services / agencies
 - To advise and formulate access for families to other support services
- To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people
- To take responsibility for managing personal case-loads, and cases in relation to attendance.

Other specific duties/requirements

- To work flexible hours, including evening work (parents' evenings) / or occasional weekend work as required
- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- To travel to other sites to support on occasions as requested by Line Manager.
- To participate in professional and personal development programmes as required, including training and performance management review
- To contribute to the overall ethos/work/aims of the Multi Academy Trust
- To be aware of, and comply with, policies Health & Safety; Security; Confidentiality and Data Protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
- To support the Academy's Equality and Diversity Policy
- To appreciate and support the work of other professionals

Any Special Conditions of Service: There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check. Term time working. There may be a need to work outside of Academy hours and off the premises, as required by the Academy. No smoking policy.



PERSON SPECIFICATION

Job title: Attendance and Welfare Officer		Pay Range: SCP 21 - 25	
The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE 5 A* - C or equivalent	*		A/C
Social Work Qualification e.g. ☐ DipSW, CQSW, CSS or equivalent ☐ Teaching Qualification eg Bed, Cert Ed. BA or BSc with QTS ☐ Degree in Youth or Community work ☐ Degree in children’s services related discipline		*	A/C
NVQ Level 4 or equivalent in a relevant field		*	A/I
Sound knowledge of child development		*	A/I
Sound knowledge of child protection	*		A/I
An understanding of the effects on ‘parenting’ where concerns involve disabilities/ mental health/gender/abuse		*	A/I
Knowledge of the legal requirements surrounding parental prosecution for non-attendance at school		*	A/I
EXPERIENCE			
Experience of working with young people and their families	*		A/I/R
Experience of and commitment to inter-agency working	*		A/I/R
Experience of using SIMs package		*	A/I/R
Preparing and presenting data		*	A/I/R
Experience of preparing necessary casework / reports for legal prosecution of parents / carers		*	A/I
SKILLS			
Excellent verbal and written communication skills	*		A/I/R
Good organisation and personal management skills	*		A/I/R
Enthusiasm and commitment for working with young people and their families	*		A/I/R
Possess a problem solving approach to conflict	*		A/I/R
Effective report preparation and recording skills	*		A/I/R
Ability and enthusiasm to work jointly with team colleagues across a range of disciplines	*		A/I/R
Ability to prepare and present reports in a variety of settings e.g. court, child protection meetings	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to own learning and development	*		A/I
Commitment to raising standards in attendance across the Academy	*		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to abide by and promote the Academy’s Equal Opportunities, Health and Safety, Child Protection Policies	*		A/I
The postholder will require an enhanced DBS	*		C
Must have the ability to travel between sites	*		C

Key: MOA=Method of Assessment, Des=Desirable, ESS=Essential, A=Application, I=Interview and assessment, R=Reference, C=Certificate