



St John Fisher Catholic High School

Job Description – Attendance & Education Welfare Officer

Job Title:	Attendance & Education Welfare Officer
Job Purpose:	Management of all aspects of attendance in school, to support and raise attendance. To work with key inclusion workers across school to further improve attendance of students.
Accountable to:	Assistant Headteachers: Attendance and Safeguarding
Liaising with:	Assistant Headteachers, Director of Sixth Form, Heads of Year, Admin attendance support staff and NYCC Attendance Officer
Salary Grade:	SO1
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	<ul style="list-style-type: none"> • Liaise with parents / carers and follow up absences – ensuring that the attendance policy of the school is adhered to at all times without exception. • Monitor individual student attendance (daily) and highlight interventions/actions taken at inclusion meetings – tracking the trends of students and ensuring Heads of Year are fully informed when key students are absent. Full use of CPOMS to list any concerns and store records from parents. • Ensure staff complete morning and afternoon registers – utilising the monitor each period to prompt any staff who have not completed registers and report repeat offenders to the Line Manager. • Produce and analyse attendance data to identify students who are persistent absentees, or at risk of becoming a persistent absentee



St John Fisher Catholic High School

	<ul style="list-style-type: none"> – ensuring the tracking of trends and reporting to the inclusion team. • Line manage the attendance team staff. • Provide training and support for Form Tutors and Heads of Year so that they proactively improve attendance with students in their care - presenting where necessary at staff meetings as requested and supporting staff queries. • Attend safeguarding / CIN / CP meetings where relevant. • Attend year group assemblies to positively promote student attendance, including monthly attendance draw. • Organise attendance rewards in line with school policy. • Administer attendance letters/post cards – agreeing the attendance letters to be issued each week, with Learning Leader. • Meet with parents of students where concerns have been raised re attendance – formulating action plans and monitoring arrangements. • Monitor late students and arrange after school correction/reflection meetings. • Organise Governor Attendance Panel meetings and associated administrative work – liaising with governors to coordinate dates, provide relevant paperwork, with support from Assistant Headteacher(s). • Minute taking of various meetings including Governor Attendance Panel. • Provide attendance reports for Looked After Children for Virtual Learning School • Attend training sessions as and when required • Work with SLT/Heads of Year/Student Support Officers to conduct home visits where required. • Implement strategies in conjunction with SLT/Heads of Year and Student Support Officers to ensure persistent absenteeism is reduced. (Driving license essential) • Work directly with the Local Authority Team – attending all LA meetings on behalf of the school and work with the LA to manage and proceed with fines.
<p>Performance Review</p>	<p>The Attendance & Education Welfare Officer will have an annual performance review in line with the school’s performance management policy (for further details see the Performance Management Policy). This</p>



St John Fisher Catholic High School

	will take place each year and will make a recommendation as to any salary increase.
Knowledge & Skills	<ul style="list-style-type: none"> • Grade C or above in English and Mathematics at GCSE or equivalent. • Ability to use, or undertake training for the schools Management Information System (BROMCOM) or similar. • A clear understanding of National Attendance legalities as laid out by the DFE.
Communications	<ul style="list-style-type: none"> • Communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Other Specific Duties:	
<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example. • Promote actively the school's corporate policies. • Ensure continued personal development as agreed. • Comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns. • Comply with the school's Health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	