



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 OLQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Post title	Attendance Officer & Therapeutic Teaching Assistant (Level 2)
School:	St Ann's Church of England Primary School
Salary and range:	SCP 2 - 3
Line manager:	Headteacher & Family Support Worker

Main purpose of the job

To work alongside the Senior Leadership Team and Family Support Worker, supporting the work of the school in the areas of behaviour, safeguarding and attendance, and leading on the delivery of therapeutic interventions to pupils across the school. The post holder will be responsible for applying the Trust attendance policy ensuring pupils are always aiming for 97% attendance. They will be required to support pupils and families by working with local agencies, educational partners and providers; collaborating with other staff. The post holder will be responsible for processing paperwork including (but not exclusively) letters, communication with parents, assessments and referrals to the Local Authority.

Duties and Responsibilities:

1. SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Assist with the development and implementation of Therapeutic intervention plans
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Use specialist skills/training/experience to support pupils
- Support playtimes and lunchtimes as necessary e.g. individuals/ groups or lead on a club
- Develop therapeutic plans and deliver appropriate activities to support these plans
- Establish and maintain an appropriate learning environment under the supervision of the Senior Leadership Team and Family Support Worker
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy



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- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Lead attendance mentoring sessions

2. SUPPORT FOR SENIOR LEADERSHIP TEAM & FAMILY SUPPORT WORKER

- Assess, record and report in relation to therapeutic intervention plans
- Provide objective and accurate feedback and reports as required, to the teacher on pupil wellbeing and attendance, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the Senior Leadership Team and Family Support Worker, contributing to reviews of systems/records as requested
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents
- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Contribute to the school ethos, aims and development/improvement plan
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Monitor attendance across the schools in conjunction with the FSW's, identifying and prioritising focus areas.
- Produce and send letters regarding attendance / lateness and punctuality
- Provide high quality administration in relation to (but not exclusively) to Penalty Warning Letters, referrals to the Local Authority and communication with parents.
- Maintain the monitoring of progress of legal Orders, Parenting Orders and School Attendance contract and any legal orders.
- Monitor the process of monitoring letters and fines.
- Manage attendance meetings at the family home and academy, discuss and support with attendance issues. Complete and record School Attendance Panel meetings including the outcome.
- Attend and provide information for meetings regular school attendance meetings.
- Start and maintain attendance case files and track progress of targeted pupils.
- Conduct and record welfare checks in line with Trust protocol.
- Plan and agree strategies to target improvements in attendance for specific pupils.
- Keep meticulous records of actions and outcomes, which may be called upon in court cases
- Proactively and independently manage a caseload as agreed with the Headteacher
- Be available as a point of contact for families
- Ensure the Children Missing Education procedure is followed by the schools, and request is processed in a timely manner.



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- Collaborate with the Local Authority to facilitate the success of fines and prosecutions
 - Attend safeguarding meetings across various LA thresholds if required to do so.
 - Track and monitor the persistent absence of pupils.
 - Hold parental meetings where necessary as a strategy to improve attendance and build positive relationships
 - Reinforce expectations of attendance through daily monitoring calls and attendance meetings
 - Ensure contacts are logged using the Trust's system (Arbor) and record keeping utilising CPOMS
3. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
 4. To be responsible for improving your own practice through observation, evaluation and discussion
 5. To comply with the Data Protection Act and School policies and procedures
 6. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
 7. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
 8. To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
 9. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

The post is subject to Enhanced Disclosure.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever



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reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.