



## JOB DESCRIPTION Attendance & Welfare Officer

<b>Name:</b>	<b>Asquith Primary School</b>
<b>Pay Grade:</b>	<b>C1 (SCP 12-17) pro-rata</b>
<b>Actual Salary:</b>	<b>£23,590.37 (SCP 12) to £25,590.08 (SCP 17)</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Contract:</b>	<b>Permanent - Term Time Only + 3 days</b>
<b>Responsible to:</b>	<b>Pastoral Welfare Manager</b>

### **Job Purpose**

- To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern.

### **Responsibilities**

#### **Administration**

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Manage and monitor term-time holiday and absence request forms
- Manage the administration and notification of in-year transfers and managed moves
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems

#### **Monitoring and reporting**

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils



### **Working with parents/carers**

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required

### **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Additional Duties**

- To act as a Deputy DSL and assist the DSL working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy
- The post holder may be required from time to time to undertake lunch or break time duties as requested by the SLT

### **Generic responsibilities which would apply to all Job Descriptions at Asquith Primary School:**

- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.



**Note**

This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Job Description Content Prepared / Reviewed by:**

Name Trudie Southward Designation Headteacher Date December 2024

Signature of Post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_



## Attendance & Welfare Officer Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade C in English and maths</li> <li>• Experience of working in a school environment or other educational setting</li> <li>• Experience working directly with pupils and parents</li> <li>• Experience of working to deadlines</li> <li>• Experience analysing data and producing reports and identifying key insights</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification, or a willingness to undertake this</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Effective written and verbal communication skills</li> <li>• Able to effectively use and edit IT systems such as SIMS, Excel and CPOMs</li> <li>• Understanding of attendance administration</li> <li>• Understanding of statutory and local attendance processes</li> <li>• Understanding of attendance strategies and their effective implementation.</li> <li>• Understanding of Safeguarding and Child Protection issues.</li> <li>• Understanding of Data Protection</li> </ul>	
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Organised, proactive and self-motivated</li> <li>• A commitment to upholding and promoting the ethos and values of the school</li> <li>• Ability to create good relationships with pupils, staff and parents</li> <li>• Excellent negotiating and influencing skills, able to secure commitment from both internal and external stakeholders.</li> <li>• Well-developed analytical, planning and organisational skills</li> <li>• Accuracy in inputting and preparing statistical information in various formats as directed.</li> <li>• Ability to use IT systems to conduct analysis and produce reports</li> <li>• Ability to prioritise work and to manage work to meet tight deadlines</li> <li>• Ability to make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>• Ability to use knowledge and evidence to identify and address issues/queries</li> <li>• Evidence of problem-solving skills</li> </ul>	