



## **JOB DESCRIPTION**

**Job Title:** Attendance & Welfare Officer  
**Grade:** C1 SCP 12-17  
**Reporting to:** Assistant Principal

### **Job Purpose:**

To analyse and identify student absences and take appropriate action to support students back into the Academy.

### **Responsibilities:**

- Analyse absence data from each teaching session on Lesson Monitor, identifying unexplained absences and checking Home Calls record.
- Make home visits where appropriate to support all students, in particular Pupil Premium students in returning to school.
- Investigate the reasons for student absence by making appropriate enquiries.
- Ensure statistics for Pupil Premium students and persistent absentees are prepared for Heads of Year and other relevant staff.
- Report regularly to Heads of Year, including weekly meetings, to agree appropriate, co-ordinated, individual support plans for Pupil Premium and other students.
- Ensure student attendance is monitored and trigger points are notified to enable appropriate action to be taken.
- Attend meetings as required such as:
  - Local Authority meetings.
  - Parent/Carer and Student Attendance Panels.
  - Managed Move meetings.
  - Cluster meetings.
  - Social Care meetings.
  - Police Community Liaison meetings.
- Support students on off-site activities/visits when required.
- Support families and assist where required with transport, bus passes, uniform, and applications to the Hardship Fund.
- Occasionally invigilate exams in students' homes.
- Occasionally work outside of normal office hours to meet the needs of the service.

### **General:**

- Be aware of, and support, differences to ensure equality of opportunity for all.
- Support the wider administration and pastoral teams as required and undertake any other duties commensurate with the grade of the post.
- Perform other relevant tasks as directed by senior leaders.
- Work in partnership with, and across, other TGAT Academies as required.

### **Key skills:**

- Good interpersonal skills to work effectively with staff, students and parents/carers.
- Able to use initiative and work independently, when required, effectively.
- Able to produce timely and accurate data.



- Able to work cooperatively in partnership with other TGAT Academies.
- Ability to think strategically in order to maximise the impact of time spent.

**Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**

## Person Specification

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
• GCSE Grade C/4 and above (or equivalent) in English and Mathematics.	<b>E</b>
• A full, clean driving licence.	<b>E</b>
<b>Knowledge and Skills</b>	<b>E/D</b>
• Knowledge and understanding of key government legislation surrounding attendance.	<b>E</b>
• An in-depth knowledge of steps that can be taken to support students in improving attendance.	<b>E</b>
• Knowledge of the social, emotional and mental health needs of young people.	<b>E</b>
• Good ICT skills.	<b>E</b>
• An excellent understanding of Positive Discipline.	<b>E</b>
• A passion for education and making a difference.	<b>E</b>
• Excellent communicator.	<b>E</b>
• Effective team member.	<b>E</b>
• Drive and determination.	<b>E</b>
• Ambition.	<b>E</b>
• Energy, enthusiasm, sense of humour.	<b>E</b>
• Willingness to contribute to the wider life of the Academy.	<b>E</b>
• Knowledge of the legal process surrounding poor attendance, including fines for parents.	<b>D</b>
<b>Experience</b>	<b>E/D</b>
• Recent experience working in a secondary school.	<b>E</b>
• Experience supporting students to overcome personal barriers to academic success.	<b>E</b>
• Experience working with a variety of external agencies to support young people.	<b>D</b>
• Experience working within the Attendance team in a secondary school	<b>D</b>
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	<b>E</b>
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance	<b>E</b>

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