



**Post Reference:** 2743

**Job Title:** Attendance Welfare Officer

**Grade:** C3 (Actual Salary £30,195 to £31,738)

**Hours:** 39.5 hours per week, term time only plus 10 days

**Accountable to:** Attendance Leader

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# JOB DESCRIPTION

## Role:

As part of the academy pastoral team you will:

- Be accountable for all aspects of attendance across the assigned Key Stage. Collaborate with pastoral teams to ensure clear and robust systems are in place to both incentivise good attendance whilst challenging poor attendance through legal and other methods and strategies.
- Be a role model in all attendance procedures, supporting the day-to-day operations of the attendance team and taking an active part in ensuring that students arrive at school on time, in the correct uniform and ready to learn every day.
- Challenge individual students whose attendance is below the national average, forming strong links with the parents and carers of students with persistent absence.

***All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.***

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## General Duties and Responsibilities:

- Maintain full, accurate and up to date records of attendance in line with legislation.
- Input and analyse attendance data and provide daily, weekly or half termly reports as requested.

- Monitor the attendance of all groups including key vulnerable cohorts e.g., DD/Free School Meals/PA/Gender/Special Education Needs and Disabilities/Looked After Children/Alternative Provision Placements.
- Ensure all student absence is followed up on their return with a conversation and identify any requirement for intervention.
- Collaborate with Coaches to identify areas for early intervention to encourage good attendance.
- Be responsible for first day absence calls in line with the Leeds City Academy (LCA) absence protocol and ensure all necessary home visits are conducted.
- Liaise with the pastoral team to ensure that attendance issues are quickly identified and resolved.
- Ensure all late attendances are recorded, tracked, and monitored and sanctions are followed in line with LCA Positive Behavior Policy.
- Monitor, track and respond to poor attendance and truancy and meet with parents and carers as necessary.
- Maintain full and accurate records of School Progress Forum caseload interventions in line with the agreed academy procedures.
- Maintain accurate records of attendance of individual students and groups and communicate these regularly so that staff are well informed of year group/coaching group attendance.
- Participate in meetings with colleagues and parents relative to the post.
- Liaise with partner schools in Leeds and other academies across the county on attendance matters.
- Act as the designated contact member of staff during trips/visits out of the academy.
- Run attendance clinics during each consultation evening and to follow up immediately with contacting parents/carers who do not attend.
- Ensure that all necessary safeguarding visits are conducted and recorded, this must include students who are excluded for a fixed term and school refusers.
- Attend and conduct attendance meetings once a half term to discuss complex cases with the wider pastoral teams.
- Plan and agree strategies to target improvements in attendance for specific students.
- Keep meticulous records of actions and outcomes on allocated Key Stage.

- Be available as a point of contact and support for families.
- Implement the fast-track process for all students who meet the criteria.
- Track and monitor the progress and impact of the fast-track process.
- Arrange and conduct Attendance Panel meetings for students within your allocated Key Stage.
- Complete penalty notice paperwork.
- Ensure the Children Missing in Education (CME) procedure is followed by the academy in line with the local authority.
- Complete any necessary paperwork for CME students.
- Working within the White Rose Academies trust, undertake reporting and liaise with other offices to share good practice.
- Work in partnership with the police to undertake truancy sweeps/child employment sweeps.
- Promote awareness of attendance through creating and updating high quality displays around the academy.
- Support the smooth running of the academy admissions process.

**Additional Statutory Functions:**

- Contribute towards a multi-agency approach to the issue of youth justice.
- Ensure that Child Employment and children in Entertainment regulations are maintained.
- Ensure that Elective Home Education procedures are followed.

**Continuing Professional Development:**

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training in order to develop skills for the post.

**Other Duties:**

- Carry out morning, break, lunch and after school duties as required by the leadership team.
- Participate in meetings with colleagues and parents relative to the post.

- Carry out any other duties as directed by the Principal.

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### **Equal Opportunities:**

- Promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- Promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

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### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.

- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

# PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

## You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

## Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

### Qualifications

<b>E</b>	GCSE level of education C or equivalent (to include English and Maths)	<b>A C</b>
<b>E</b>	Further training or qualification in working with children and young people	<b>A C</b>

### Knowledge and experience

<b>E</b>	Experience of Attendance work	<b>A</b>
<b>E</b>	Experience working with schools	<b>A R</b>
<b>E</b>	Experience working with parents	<b>A I</b>
<b>E</b>	Experience working with a range of other agencies	<b>A I</b>
<b>E</b>	Experience of running group wellbeing sessions	<b>A I</b>

### Skills and competencies

<b>E</b>	Ability to relate well to children and adults	<b>A I R</b>
<b>E</b>	Sensitive to the needs of others	<b>A I R</b>
<b>E</b>	Good written and spoken communication skills; combining tact, diplomacy, and discretion	<b>A I</b>
<b>E</b>	A commitment to maintaining confidentiality of sensitive information	<b>I R</b>
<b>E</b>	Good organisational skills	<b>A I R</b>
<b>E</b>	Knowledge and understanding of the factors which influence and impact on young people and the ability to support them in overcoming difficulties	<b>A I</b>
<b>E</b>	Ability to maintain student records and feedback to relevant staff	<b>A</b>
<b>E</b>	Ability to plan and prioritise workload, managing conflicting demands	<b>A R</b>
<b>E</b>	Ability to work independently and use own initiative	<b>A R</b>

**Job Description and  
Person Specification**

<b>E</b>	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	<b>A R</b>
<b>E</b>	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	<b>A I R</b>
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with students	<b>A I R</b>
<b>E</b>	Knowledge and understanding of support agencies for young people	<b>A I</b>

**Behavioural and other characteristics**

<b>E</b>	Be committed to continuous improvement	<b>A I</b>
<b>E</b>	Carry out all duties having regard to an employee's responsibility under Health and Safety Policies	<b>A I</b>
<b>E</b>	Demonstrate willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	<b>A I</b>
<b>E</b>	Possess personal resilience and the ability to maintain staff morale at times of pressure and change	<b>I R</b>
<b>D</b>	Able to attend meetings outside of normal school hours	<b>I</b>
<b>E</b>	Able to work effectively with teaching staff to support their role	<b>I R</b>
<b>E</b>	Be able to evaluate own performance	<b>I</b>

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