



**MOSSBOURNE
VICTORIA PARK
ACADEMY**

Attendance and Welfare Officer Recruitment pack



Our Academy

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within the Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and 6th Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

Mossbourne Victoria Park Academy

At Mossbourne Victoria Park Academy we are continuing to build on that ethos to provide an inspiring education for all our students. With children at the heart of everything we do, Mossbourne Victoria Park Academy is continuing to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfil their true potential. Our students receive great lessons, enjoy a vibrant enrichment programme and have access to debate, speech-making and presentation training through our oratory specialism. Our outstanding teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our students.

Job Summary

The Attendance and Welfare Officer plays a crucial role in maintaining excellent levels of students' attendance. The successful candidate will work closely with the Heads of Year, Senior Pastoral Team and the Education and Welfare Officer (EWO) to maintain accurate records of attendance, organise home visits, update attendance spreadsheets, conduct parental meetings, and provide up to date information for the school census. Another key part of this role is to respond to students medical needs. This involves liaising with parent and professionals including the School Nurse to ensure health care plans, the medical register and students on site medications are up to date, as well as taking a lead role in managing more complex medical needs on site and producing Personal Emergency Evacuation Plans.

Part of this role therefore is administration based involving letter writing and recording actions. In addition to this, a significant part of the role involves dealing with students medical issues as they arise and working closely with parents to ensure students are safe on site. The role is therefore busy, but highly rewarding as you play a key role in ensuring students are regularly school and their medical needs are effectively managed.

Who are we looking for?

- You will have Experience of working in a school environment, with knowledge of school data systems and attendance
- Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail and remaining 100% focussed
- Excellent ICT skills, including a good working knowledge of the Microsoft Office Suite, specifically Word and Excel
- Advanced knowledge and use of MIS including SIMS; data entry, running reports, general operations
- Ability to communicate positively and effectively at all levels with excellent written and spoken English

Why work for us?

The chance to really make a difference to the young people who need it the most

Our students need the best possible staff as they have to overcome significant disadvantage in order to succeed. 44% of our students are eligible for the pupil premium grant, 20% have a special educational need and 34% have English as an additional language.

Our results put us in the top 75 schools in the country for pupil progress, because we believe all students can succeed and go to great lengths in order to achieve this.

A fantastic working environment

We place ultimate value on respect for staff; behaviour is beyond outstanding, the teacher is sacred. This is a school in which you can really teach.

The school is housed in a beautiful Grade ii listed Huguenot building and a purpose built modern one. As you would expect, classrooms are all fully equipped.

A truly supportive culture

We offer excellent and frequent opportunities to reflect on and improve your practice, with first rate professional development for all, and a specialist programme for ECTs.

A range of benefits and perks— including but not limited to: Season Ticket Loans; Tax free bicycle purchase, Recruitment Applicant Awards; Free staff fitness classes; Corporate gym membership; Tax free child care vouchers; Discounts at local restaurants; Employee Assistant Programme.

Main areas of responsibility

The post holder's key responsibilities may include, but not limited to:

Student Attendance

- Ensure all students are registered in the morning and afternoon
- Track and resolve missing registers keeping an accurate and up to date record
- Work with form tutors to rectify unexplained absences
- Contribute to the School Census
- Contact the parents of am registration absentees as agreed with the Head of Years, and Senior Pastoral Team
- Communicate effectively with Heads of Year to inform when assigned tasks are completed and records updated
- Alert the relevant Head of Year and Senior Pastoral Team if unauthorised pm absences occur
- Monitor individual student absence and alert Heads of Year of any concerns
- Create/publish statistics for each student/Tutor Group/year group/whole academy as necessary
- Monitor and Alert Head of Year and if unauthorised codes exist due to parental consent not being submitted and/or teachers not updating registers with correct codes
- Contact the Attendance Service upon request of Head of Year, Head of Student Behaviour, Attitudes and Attendance
- Mentor individual students as necessary
- Meet with Head of Years regarding attendance on a weekly basis and keep notes on each Year Group
- Liaise with the Education Welfare Officer to co-ordinate home visits
- Manage and update the Attendance Spread sheet for each Year Group
- Prepare, send and electronically file attendance and punctuality letters upon request of Head of Student Behaviour, Attitudes and Attendance, Head of Year
- Meet with parents/carers as necessary
- Write and implement Attendance Support Plans at the request of Head of Years and Head the senior pastoral team
- Insert the correct codes, in advance, for school trips

Student Welfare

- To be responsible for the security/good order/cleanliness of the medical room
- To maintain first aid and medical supply stores
- To keep any students' medications secure
- Maintain an accurate and up to date electronic record of all student medical appointment information and absence notes
- Monitor expiry dates of all student medications and work with parents to ensure replacement medication is provided where required
- To be responsible for collection, maintenance and review of student medical records and to keep them securely
- To disseminate medical information about students to staff and notify staff of students' medical needs where necessary
- To provide first aid treatment when required
- To implement the Academy's Health & Safety policy with particular regard to medical treatment, first aid procedures, hygiene and infection control
- To liaise with parents on health & safety issues as required
- To ensure Health Care Plans, provided by the School Nurse, are in place and updated as appropriate
- To assist the senior pastoral team through liaison with Hackney Education, to monitor and update Medical Welfare Policies
- To liaise with the School Nurse in terms of statutory requirements for students
- To oversee and assist with all necessary administration pertaining to Medical Welfare and after appropriate training to administer medication as required
- To liaise with NHS staff to co-ordinate vaccinations for students and facilitate these being administered in the Academy.
- To liaise with outside agencies such as the Education Welfare Officer / hospitals and medical professionals regarding student welfare
- To provide staff leading Academy trips with required medication and information in line with students' Health Care Plans
- To liaise with the Senior Pastoral Team on day to day management pertaining to medical care and welfare

General

- To support reception staff in dealing with parents and students if required
- To cover reception at the request of SAO
- To manage the spare uniform stock and the supplies required by Head of Years to ensure the Academy Uniform Policy is followed by students at all times
- Work closely with staff and Office Team to ensure the accurate recording of lateness and absence, amending records where necessary
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- You may also be required to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification at any time after consultation with the post-holder.

| Person Specification | | | | |
|---------------------------------|--|---------------------|------------------|------|
| Essential [E] or De-sirable [D] | Requirements | Assessment Criteria | | |
| | | Interview | Application form | Task |
| Experience | | | | |
| E | Experience of working in a school environment is required, with knowledge of school data systems and attendance. | ✓ | ✓ | ✓ |
| E | Punctuality, reliability and ability to maintain a high level of confidentiality is essential | ✓ | ✓ | |
| E | Ability to communicate positively and effectively at all levels with excellent written and spoken English | ✓ | ✓ | |
| E | Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail and remaining 100% focussed | ✓ | ✓ | ✓ |
| E | Ability to be an effective team member using initiative, being proactive and having a flexible approach to work | ✓ | ✓ | |
| E | First Aid at work qualification or be willing to undertake training | ✓ | ✓ | |
| E | Working within a multi-disciplinary team | ✓ | ✓ | |
| IT knowledge | | | | |
| E | <ul style="list-style-type: none">Excellent ICT skills, including a good working knowledge of the Microsoft Office Suite, specifically Word and Excel | ✓ | ✓ | ✓ |
| D | <ul style="list-style-type: none">Advanced knowledge and use of MIS including SIMS; | ✓ | ✓ | ✓ |
| D | <ul style="list-style-type: none">An understanding of the Data Protection Act | ✓ | ✓ | ✓ |
| Behavioural Competencies | | | | |
| D | <ul style="list-style-type: none">To act in accordance with professional codes all times, including maintaining strictest confidentiality when dealing with sensitive information | ✓ | ✓ | |
| E | <ul style="list-style-type: none">To act in accordance with authority, organisational standards, needs and goals of the Academy | ✓ | ✓ | |
| D | <ul style="list-style-type: none">Strategic approach, ability to see the ‘big picture’ and also think ‘outside of the box’ | ✓ | | |
| E | <ul style="list-style-type: none">Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard | ✓ | | |
| E | <ul style="list-style-type: none">Must have the upmost integrity as well as high levels | ✓ | | |
| E | <ul style="list-style-type: none">Proactive approach and efficient time management | ✓ | | |
| E | <ul style="list-style-type: none">Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the | ✓ | ✓ | |
| Applicable to all staff | | | | |
| E | <ul style="list-style-type: none">Undertake training as required to so in order to fulfil the requirements of the role | ✓ | ✓ | ✓ |
| E | <ul style="list-style-type: none">Support Mossbourne’s efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne’s initiatives and findings | ✓ | ✓ | ✓ |
| | <ul style="list-style-type: none">Recognise your role as part of the succession | | | |

Application process

Please submit your application through our website:

www.mossbourne.org/vacancies/

The closing date for this vacancy is Thursday 14th July 2022

We encourage early applications as we will interview and may appoint before the closing deadline.

To discuss this post or to arrange a school visit please contact us on 020 8510 4550 or enquiries@mvpa.mossbourne.org

