



Education Welfare & Attendance Officer Job Description

Employment details

Job title:	Education Welfare & Attendance Officer
Reports to (job title):	Headteacher and the SLT Team
Hours of work:	30 hours per week 8.30am - 3.30pm (one hour break across the day)
Salary:	Grade F: £34,488 pro rata

Main duties and responsibilities

General duties
Promote pupils' mental and physical welfare and ensure that the school consistently offers a top-quality standard of care for all pupils.
Help all staff to deliver this standard of care where necessary.
Be involved and, where necessary, play a leading role in the drafting and reviewing of relevant policies.
Be a point of contact for staff and pupils for concerns about welfare, whether mental or physical.
Undertake a variety of duties to support the social, emotional, physical, and educational needs of pupils.
Assist in developing aspects of the curriculum related to health and well-being, where necessary and appropriate.
Foster professional but caring relationships with pupils who have suffered illness, injury, or distress, and with their families.
Understand and comply with the relevant school policies and procedures, and wider legislation.
Participate in and lead interventions for pupils where necessary.
Health
Be the point of contact in school for pupils and staff with medical conditions.

Be responsible for all medication logs, dates in use, and contact parents when medication needs renewing or is out of date.

Liaise with parents and other members of staff to ensure that the school has a full picture of all pupils' health needs.

Work with healthcare professionals where relevant, e.g., GP surgeries.

Work with the Inclusion Lead, SENDCO, and headteacher to implement care plans and undertake risk assessments for pupils with medical conditions.

Support staff and pupils with medical needs and assist with the implementation of care or support provision where necessary.

Maintain up-to-date knowledge and records of pupil diagnoses and ensure that all relevant staff are aware of these diagnoses.

First Aid

Lead in the coordination of first aid provision across the site.

Ensure that their own first aid training and/or qualifications are kept up-to-date and undergo recommended first aid training where applicable.

Ensure that the first aid training and/or qualifications of other staff members are kept up-to-date and recommend training where necessary.

Work with the school nurse to ensure that first aid equipment is fully stocked, maintained, and organised.

Administer first aid to pupils and staff where necessary.

Be prepared and willing to coordinate actions in a medical emergency, e.g., calling 999 or driving injured individuals to the hospital.

Be a point of contact in coordinating first aid provision for educational visits and school trips.

Be responsible for all medication logs, dates in use, and contact parents when medication needs renewing or is out of date.

Wellbeing

Provide well-being support for pupils, as required, throughout the school day.

Be a point of contact for members of the school community with pastoral support needs.

Contribute to the organisation and development of whole-school pastoral support.

Promote mental well-being throughout the school, e.g., with events or campaigns.

Ensure that pupils who are experiencing well-being difficulties are supported to succeed and monitor their progress and attainment.

Communicate with the parents of pupils who present well-being concerns.

Liaise with third-party organisations where necessary, to inform wellbeing activities in school.

Attendance

Identify pupils with patterns of poor attendance.

Advise the SLT and governing board on strategies to promote the regular attendance of all pupils in the school.

Work alongside the SLT on implementing agreed strategies for improving attendance.

Work with the SLT team to ensure the well-being of pupils who are struggling with attendance is supported.

Understand and implement the school's Attendance and Absence Policy.

Work on initiatives to raise awareness of the importance of good attendance amongst the school community.

Maintain contact with the parents of pupils who have poor attendance to discuss the reasons for poor attendance and agree plans for improving attendance and punctuality.

Where necessary, carry out home visits with a senior leader to ensure welfare & safeguarding procedures are robust for pupils who are persistently absent or missing in education.

Maintain a working knowledge of legislation and statutory framework relating to school attendance and ensure that the school is operating in line with its statutory responsibilities towards pupils.

Work with the Education Welfare Service, e.g., by referring pupils with concerning attendance rates, where necessary.

Make contact with pupils' parents in response to allocated referrals through home visits or meetings in school.

Work with the Education Welfare Service, the LA, and the SLT to issue fines to parents for their child's poor attendance.

Support the SLT to develop targeted procedures to support pupils with lower attendance to attend school.

Analyse school attendance data to identify trends, key areas of concern and areas for improvement.

Develop and implement strategies to improve attendance, including whole-school initiatives and targeted interventions.

Work alongside the SLT to initiate court and fine proceedings for persistent absentees.

Take the lead on developing any attendance case studies.

Keep accurate and clear records of all interventions and consultations conducted.

Keep up-to-date records of unexplained absence and any follow-up actions.

Send out general communications to parents and pupils about attendance and handle queries. On behalf of the SLT.

Collate and maintain attendance data for analysis.

Convert attendance data, which includes personal information, into statistical data where necessary.

Make sure attendance registers are completed by staff and check that all coding used to categorise attendance is correct.

Draft termly attendance reports to submit to the headteacher that detail and analyse attendance rates.

Produce attendance reports and detailed action plans based on the outcomes of these reports regularly.

Be available for contact for all attendance and absence-related queries.

Handle educational arrangements with the SLT for excluded pupils.

Safeguarding

Contribute to the leadership of the school's approach to keeping pupils safe from harm under the direction of the DSLs.

Adhere to the Child Protection and Safeguarding Policy and contribute to its review where necessary.

Be aware of indicators of safeguarding and child protection concerns.

Ensure awareness of the statutory obligations the school has towards safeguarding pupils.

Report all concerns about pupil safety or welfare to the DSLs and engage in safeguarding procedures under their leadership.

Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.

Collaborate with the DSL to launch and monitor interventions for vulnerable pupils who have low attendance in line with safeguarding obligations.

Closely monitor the attendance of pupils who are deemed vulnerable or at risk of harm.

Work with the DSLs to engage with pupils' families where low attendance is a result of a safeguarding concern.

Escalate safeguarding concerns about pupils to the DSL immediately.

Understand the limits of confidentiality, e.g., in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

Liaise with external parties, e.g., the LA and social services, where necessary.

Keep up to date with necessary training, e.g., safeguarding training.

Administration

Ensure that all relevant paperwork is appropriately handled, including, but not limited to, keeping robust records of pupil interventions and contact with pupils' families.

Ensure that all relevant medical registers are kept up-to-date in line with actions taken.

Ensure there are clear records of incidents and injuries on the school premises and ensure they are reported as necessary.

Ensure effective, efficient, and organised communication with pupils, staff, parents, and relevant health and wellbeing professionals.

Ensure that the personal medical information of pupils is appropriately handled in line with the Data Protection Policy.

Other duties

Sustain a welcoming environment for pupils and staff.

Treat pupils and staff with sensitivity and empathy.

Promote the values and ethos of the school to pupils, staff, and parents.

Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A minimum of maths and English at GCSE/A-level or equivalent. • First-aid training. • Safeguarding training or a willingness to complete safeguarding training. 	<p>The successful candidate may have:</p> <ul style="list-style-type: none"> • Advanced first aid qualification. • Paediatric first aid training. • Relevant DBS checks. • A university degree in any subject.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working as part of a team. • Working with children and/or young people. 	<p>The successful candidate may have experience of:</p> <ul style="list-style-type: none"> • Working within a school environment. • Working in a role with leadership responsibilities. • Bereavement counselling training.
Knowledge and skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • The ability to interact positively with staff, parents, pupils, healthcare professionals, and members of the public. • Problem-solving skills. • The ability to pay attention to detail. • Strong written and verbal communication skills. • The ability to relate to children and/or young people. 	<p>The successful candidate may have:</p> <ul style="list-style-type: none"> • Proficiency in using ICT equipment and software. • Knowledge of SEND.
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • The ability to create a culture of approachability for pupils. • Excellent attendance and punctuality. 	