

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Pastoral/Attendance Officer	<b>Location</b>	Wroughton Academies
<b>Salary</b>	Band F14 (£29,540)	<b>Hours</b>	21 hours, 38 weeks
<b>Department</b>	Educational Support	<b>Reports To</b>	Behaviour Lead

## JOB PURPOSE:

The Pastoral/Attendance Officer will play an integral role in ensuring the well-being, safeguarding, and attendance of all pupils within the school community. They will work alongside the Pastoral Team. They provide support, guidance, and intervention to pupils facing various challenges.

## KEY RESPONSIBILITIES AND DUTIES:

### PASTORAL CARE

- Lead on Early Help assessments with the academy, forming positive relationships with parents/carers and children, ensuring regular reviews processes and review of impact of interventions.
- Establish and maintain contact with the families/carers of pupils receiving support keeping them informed about progress, to secure positive family/carer involvement and support.
- Maintain a strong presence around the school site throughout the school day, especially during lessons time, reacting to 'On Call'.
- Act as the Young Carers Champion and work with other schools and agencies ensuring they receive outstanding support to reach their academic and personal goals.
- Run a range of activities for Young Carers to support their educational development.
- To work with teachers, support staff, SENCO and the leadership team to identify pupils with barriers to learning and at risk of disaffection in order to receive appropriate support.

### ATTENDANCE

- To monitor and track student attendance and provide interventions to reengage with school and learning.
- To work as part of the Pulse team to offer a collaborative response to remove barriers to attendance.
- To address children arriving late and work with families to provide effective support to address this.
- To analyse attendance data and undertake home visits in line with school policies and keep accurate detailed records on the schools CPOMS system.

### PROFESSIONAL CONDUCT

- Consider and care for the health and safety of themselves, colleagues and students.
- Seek to always represent the Academy and the Trust in the best possible manner.
- Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
- Maintain high standards of personal attendance, presentation, and punctuality.
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the role.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Child Protection Officer

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Recent training in aspects of safeguarding.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience of working with children in an educational setting.</li> <li>Experience of attendance monitoring and strategies within an educational setting.</li> <li>Experience in resolving effectively concerns raised by stakeholders, including parents.</li> <li>Demonstrated understanding of positive behaviour support principles and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of safeguarding work and working with social care and other agencies.</li> <li>Experience of working with young carers.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Understanding of safeguarding legislation, policies, and procedures.</li> <li>Confident and competent in using a range of IT including Microsoft 365.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of local support services and agencies for referral processes.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Ability to work collaboratively with colleagues, external agencies, and stakeholders to give wrap around support to families.</li> <li>Willingness to contribute to a positive and inclusive school culture through teamwork and collaboration.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, with the ability to engage effectively and professionally with pupils, parents and colleagues.</li> <li>• Ability to maintain accurate and detailed records in relation to safeguarding, attendance and pastoral care.</li> <li>• Must be able to positively influence and persuade children towards the school's vision, values and ethos.</li> <li>• Ability to use own initiative as well as follow detailed instructions and line management.</li> <li>• Strong organisational and time management skills with the ability to prioritise tasks.</li> <li>• Possess a 'can do' and 'will do' attitude.</li> <li>• Aligned with Creative Education Trust's high aspirations and high expectations of self and others.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**