



## **Pastoral Support Officer (Attendance)**

### **Job description**

Blessed Edward Oldcorne Catholic College is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

<b>Scale:</b>	<b>3, point 5 - 6</b>
<b>Actual salary:</b>	<b>£21487 - £22312</b>
<b>Hours:</b>	<b>37 hours per week, (Mon - Fri), term time only plus 2 training days</b>
<b>Responsible to:</b>	<b>Assistant Headteacher for Attendance</b>

### **Main purpose**

The Pastoral Support Officer (Attendance) is responsible for the attendance and subsequent academic performance of students and will:

- Work with both the student and their wider family to improve the student's achievement and life chances at school, with a particular focus on attendance and punctuality
- Promote and support a positive and inclusive culture throughout the college, removing barriers to learning and participation
- Uphold, promote and support the Catholic faith, ethos and values of the college

### **Attendance Management:**

- Implement the school's attendance policy and provide oversight of attendance, using data to inform strategies that improve achievement and prevent disaffection
- Provide regular feedback to the school, ensuring accurate, analysed, and acted upon attendance data
- Develop and implement strategies to encourage and improved attendance, including conducting home visits where necessary
- Undertake planned visits to address attendance and welfare concerns for certain students
- Maintain appropriate records related to attendance, including information necessary for legal proceedings regarding non-attendance

### **Support for Persistent/ Severe absent (PA/SA) students:**

- Work with underperforming attendance students one-on-one, developing action plans and monitoring progress
- Collaborate with the Pastoral Team (including Form Tutors) to develop strategies for supporting low attending (PA/SA) students in building self-esteem and confidence
- Organise drop-in sessions for students (PA/SA) to discuss specific issues or barriers to learning
- Provide guidance and support to parents and carers of low attending students (PA/SA) facing difficulties at school
- Maximise students' involvement in decisions that affect their education

**Collaboration with External and Internal Agencies:**

- Collaborate with the school’s Careers Lead to ensure low attending (PA/SA) students receive targeted, high-quality careers guidance and experiences
- Engage with external agencies (e.g., SEND Assessment, Social Care) and provide feedback on the impact of these services in supporting low attending (PA/SA) students' access to the curriculum
- Adhere to child protection regulations and keep up to date with child protection procedures and policy implementation
- Contribute to reports and participate in case conferences related to low attending (PA/SA) students when required
- Work closely with the Designated Teacher for CLA and Post-CLA students to provide bespoke support for low attending (PA/SA) students in these categories

**Family Engagement and Support:**

- Ensure that work with families respects and values cultural diversity, recognising the variety of family structures and approaches to raising children
- Work with low attending (PA/SA) students families facing difficulties with attendance, punctuality, or schooling
- Encourage high levels of participation in extracurricular activities for low attending (PA/SA) students by collaborating closely with families
- Maintain ongoing contact with low attending (PA/SA) students’ families to help them develop strategies that support their children’s educational success
- Provide support and guidance regarding GCSE and A-Level option choices for low attending (PA/SA) students

**Duties and Responsibilities in the St John Bosco Room**

- Be part of the team who run our isolation room for students who are withdrawn from lessons on a short-term basis
- Keep a register and complete necessary documentation in accordance with the college’s policies
- Ensure that high expectations are met or exceeded by students placed in your care, through enforcing a clear behavioural code and modelling best practice at all times
- Maintain appropriate methods of recording and assessing isolated pupil progress and effort
- Establish good working relationships with pupils and staff to ensure effective reintegration of pupils back into classrooms and communal areas

**Notes**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected 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 may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed: .....

Date: .....