

WYMONDHAM COLLEGE JOB DESCRIPTION

SIXTH FORM WELFARE AND ATTENDANCE OFFICER

PERMANENT, PART-TIME, TERM-TIME ONLY

Line Manager:	Head of House (Lincoln)
Salary:	Point 5-6 of the Support Staff Salary Scale: FTE £19,312 - £19,698 per annum Pro-Rata Salary £6,274 - £6,514 per annum
Residential Status:	Non-Resident

THE POST

Wymondham College seeks a Welfare and Attendance Officer to support our thriving Sixth Form. The successful candidate will liaise staff and parents to monitor and support the attendance and welfare of students.

Wymondham College is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Welfare and Attendance Officer are:

- Have good communication skills in person and in writing to respond to staff, parents and students;
- Be adaptable in managing and planning and executing daily, weekly, and monthly workloads in a busy office environment;
- Have a sound track record of successful administrative experience;
- Be confident and skilled in using Microsoft Office systems, student record systems (or similar database applications);
- Be able to produce accurate work, efficiently, at speed;
- Be able to maintain confidentiality and committed to providing the best possible service to the staff, governors, students and parents.

The qualifications and previous experience required for a Welfare and Attendance Officer are:

- A good level of literacy and numeracy;
- Experience working in an educational setting.

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Create risk assessments and welfare plans for specified day students;
- Liaise with the relevant staff and agencies to ensure they are kept informed on those students who have a risk assessment or welfare plan in place, ensuring regular reviews take place, no less than half-termly;
- Liaise with BHM/DBHM regarding boarding students, checking both the risk assessment and welfare plan;
- Update the suicide risk register and liaise with SLT for the completion of the risk assessment whilst also liaising with the relevant staff and agencies;
- Ensure hourly checks of students on the suicide risk register (see RA) are completed and that a weekly review takes place;
- Update the At Risk register and complete the risk assessment and welfare plan, ensuring the relevant staff and agencies are kept informed;
- Monitor and update Care Plans, ensuring that MACs/SS/RFs are aware of vulnerable students;
- Conduct weekly checks of students epipens;
- Meet with parents and/or students regarding pastoral issues;
- Attend reintegration meetings as part of the Compact of Care;
- Check class registers Period 1 and Period 4, phoning parents when absences are unexplained;
- Ensure signing in sheets are available for study periods;
- Provide the Head of House and Deputy Headteacher (Sixth Form and Progression) with weekly attendance figures;
- Liaise with parents and other agencies where attendance falls below 95%;
- Monitor lesson attendance, informing parents in the event of lessons being missed;
- Check dorms to ensure boarding students attend lessons.

HOURS OF WORK

Working weeks	Term Time only
Hours per week	15
Normal Working Pattern	Monday and Friday: 0800-1600hrs
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	In addition to your pro-rata salary, you will be paid an additional 30 hours per year to attend CPD as required.
Overtime	Additional work may be required on Saturday mornings or evenings during term time for which overtime is not paid, but time-in-lieu may be taken at agreed times. Time-in-lieu is to be taken in College holidays where possible.

REMUNERATION

Salary Details:

- Point 5-6 of the Support Staff Salary Scale:
- **FTE** £19,312 - £19,698 per annum
- **Pro-Rata Salary** £6,274 - £6,514 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time on your contracted working days.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.