

JOB DESCRIPTION

POST TITLE: Attendance and Welfare Officer

POST RESPONSIBLE TO: Director of Inclusion/Director of Pastoral and Additional Needs

SALARY: Grade 6 (SCP 12 to 18) – Full Time Equivalent to £27,711 - £30,559 Actual Salary – Full Time, Term time only £24,264 to £26,757

JOB PURPOSE

We are seeking to appoint a suitably qualified, dedicated and tenacious member of staff to support our ongoing drive to secure regular attendance for all students

The role is primarily focused on improving levels of student attendance across the Academy by building relationships with key students and their families through home visits. Conduct safe-and-well checks and contribute to administration of attendance including compiling evidence for statutory action.

Research shows that student attendance is one of the greatest mitigating factors for young people when striving to reach, and endeavouring to exceed, their academic potential. The impact of non-attendance for students who hail from disadvantaged backgrounds is far greater than their advantaged counterparts.

In this role, you will work closely with senior leaders, pastoral colleagues, external agencies, the local authority, students and their families as you strive to unpick any challenges that may be in existence for students in securing regular attendance. You will ensure that the statutory obligations around student attendance, the reporting of student attendance and the integrity of attendance registers is maintained – supporting and challenging where required.

DUTIES AND RESPONSIBILITIES

- Be responsible for the daily oversight of all attendance, absences and lateness, working with the Pastoral team, the office and parents as necessary.
- Monitor and track attendance across the academy, including identified students who are of concern and reporting on the these students as necessary to the pastoral team as well as sending out attendance letters and preparing Notice to Improve documentation
- Conduct home visits to support and improve attendance and where necessary undertake parent contract meetings where students have attendance concerns including Persistent and Severe absences
- Attend review meetings with the Pastoral team to review whole-academy attendance and identify strategies to improve this, providing attendance data via WMG Management Information System to support the meetings
- Support parents with attendance and punctuality strategies
- Support students with medical needs and other issues which prevent full-time absence by liaising with staff, parents/carers and other professionals
- Raise the attendance of targeted students through effectively monitoring and communication with with staff, parents/carers and other professionals, including working on strategies to improve student punctuality and identifying patterns of non-attendance and late arrival quickly and put in place timely interventions

- Ensure measures are in place to provide students with missed schoolwork
- Attend relevant meetings regarding the wellbeing of specific students

The successful candidate will have:

- The motivation to achieve the very best for the students in our care and be relentless in the pursuit of excellence
- Excellent interpersonal skills
- Experience with supporting students and families
- Excellent communication skills
- Excellent organisational skills
- High levels of confidentiality
- Be an effective problem solver who will come up with positive and robust solutions to problems
- Be highly proficient in your ICT skills with excellent accuracy and attention to detail

As this role includes home visits, a full driving licence and access to a vehicle is also required (the Academy has business insurance)

Any other duties commensurate with the level of this post and as directed by the Associate Principal or Chief Executive.

Person Specification for Attendance and Welfare Officer

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
GCSE or equivalent level, including at least a Grade C / 4 in English and maths	E
EXPERIENCE	
Experience working in a school environment or other educational setting	E
Proven record of success working with students with attendance concerns	D

Working with a range of agencies to support students and parents E

An understanding and demonstration of barriers to learning and how to overcome

E

this

Understanding of behaviour for learning.	E
KNOWLEDGE AND SKILLS	
Excellent subject knowledge including knowledge of the possible intervention strategies to raise attendance	D
Experience identifying interventions to raise attendance of pupils	D
Knowledge of the potential barriers to high attendance that pupils may face	D
Ability to tailor interventions to individual pupils	D
Ability to analyse and interpret student data and set targets/interventions for students.	E
Ability to create an ethos which enables all students to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Excellent literacy, numeracy and ICT skills, including the ability to conduct analysis and produce reports E	
PERSONAL ATTRIBUTES	
Organised, proactive and self-motivated E	
Ability to maintain confidentiality and discretion at all times	E
Good time management skills	E

Ability to organise, plan and prioritise and work under pressure	E
Good listening skills	E
Effective written and verbal communication skills	E
A commitment to safeguarding to learners within the academy, along with promoting equality, diversion and inclusion	E
Enthusiasm, optimism and energy	E
To work under pressure and meet deadlines	E
Commitment to upholding and promoting the ethos and values of the school	E
Full clean driving licence	E

All offers are subject to clearance of references and enhanced DBS checks