



Featherstone High School Job Description

Job Title:	Attendance and Welfare Officer
Salary and Hours:	Grade 5 - Term Time only (40 weeks) 35 hours per week. One week to be worked during the summer holidays (including GCE and GCSE Exams Day)
Hours of Work:	8.15 am – 4.15 pm. This is subject to change depending on the school's requirements.
Reports to:	AHT Pupil Progress - Inclusion / School Administration Manager
Line Management:	Deputy Head Teacher/School Administration Manager

Main Duties & Responsibilities

To provide administrative and student facing support for the school with all matters related to whole school (Year 7 – 13) attendance and punctuality. To assist with administrative duties as directed by the School Administration Manager during periods of significant pressure including covering absent colleagues within the administration team.

Attendance and Punctuality duties

1. To be the first point of contact for all student attendance and punctuality issues in the school.
2. Liaise with the Year Team Administrators to ensure that the school's first day of absence procedure is recorded accurately and to investigate incidents of truancy and absence. Make sure all registers are completed with relevant marks in Sims on time and ensure intervention (as well as extended day) lessons attendance is chased up.
3. In the absence of the Year Team Administrators notify parents of students' absence and to inform parents/carers of general messages from school.
4. In cases of poor school attendance and / or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may be in need of additional support.
5. To send respective letters to parents/carers in line with agreed protocol, to those whose attendance is below 95% and the PA boundary of 90%.
6. To meet with parents and students who are PA's (under 90%) to address issues and to implement appropriate and agreed strategies to improve attendance rates.
7. To ensure that the attendance data is accurate and up to date for the school census and agreed data runs
8. To monitor extended day attendance and to follow up (with YTA & LM) aspects of truancy.
9. To produce fortnightly attendance and absence reports for respective year team meetings including extended day attendance and absence.
10. To maintain a weekly attendance & punctuality league table for each year group which will be competitive, with the highest respective tutor groups receiving agreed rewards.
11. To undertake late duties for students in Y7-11 to challenge and monitor student lateness to school.

12. To maintain a weekly PA spreadsheet that includes up to date information on action taken to improve the attendance of PA students.
13. To produce half termly reports to AHT Pupil progress - Inclusion
14. To ensure that FHS attendance and authorised absence targets are met.
15. Work alongside school staff, and the LEA where required, to determine action to be taken with parents/carers related to unauthorised absences - fixed penalty notices and where necessary prosecution.
16. To maintain and coordinate applications for leave during term time
17. To keep up to date with current Legislation related to attendance to schools ensuring that staff, governors and parents/carers are informed where necessary.
18. Working with the LA, to implement and see through the issuing of fixed penalty notices and prosecutions,
19. To ensure that the attendance page on the school website has up to date information and guidance to parents and students on attendance and punctuality expectations.
20. Work with individual pupils, as appropriate contributing to specific interventions to encourage improved attendance. Implementing a plan of action to help resolve problems and referral to appropriate agencies if necessary.
21. When necessary, attend weekly SID department meetings to provide information on vulnerable students.
22. To hold up-to-date copies of daily attendance registers in case of emergency evacuation and to assist in school emergencies, contacting emergency services, as required.
23. Notify parents of students' absence and to inform parent(s)/carer(s).
24. Update attendance display boards.
25. To monitor the attendance and punctuality of vulnerable groups including those looked after and on the child protection register.
26. To carry out home visits as and when required.

Whole School Detentions

27. To oversee the administration of same day late detentions.
28. To work with the YTA's and pastoral team to provide a weekly analysis of late detentions incorporating Head teacher, SLT & TLR detentions.

Student Services

29. To carry out all related general administrative duties, as directed.
30. To cover the Student Service reception during mornings, lunch time and any busy periods.
31. To cover the medical room when Student Service/Welfare Assistant and Pastoral Administrator are unavailable.
32. To ensure Free School Meals lists are downloaded and sent to respective Year Team Administrators to update (in the absence of Student Service/Welfare Assistant).
33. To be responsible for the distribution of letters to students.

Finance

34. Where necessary, to support the YTA's to receive and record money etc. and ensure accurate records are kept, issue receipts, ensure cash is safely stored for collection by the Finance Department.
35. Where necessary, to support the YTA's to chase up any outstanding debt.

Other Duties

- 36. To supervise and invigilate exams as when required
- 37. To administer first aid when required.
- 38. Assist with key events (including Curriculum Weeks) within the academic year as required.
- 39. Provide cover of duties for Reprographics, Reception and other admin roles in case of absence when required and to support office member/colleagues as required in all areas.
- 40. To assist when required on educational visits.
- 41. Translation as required.
- 42. To assist with school displays around the school.

School

- 43. To have read, understood and agreed to abide by expectation of the administrative team.
- 44. To contribute to the provision of positive relationships with staff, students, parents and outside agencies.
- 45. To attend skills training and participate in personal/performance development as required.
- 46. To take care for their own and other people's health and safety.
- 47. To be aware of and respect the confidential nature of issues.

Conditions of employment

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

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.

All members of staff are required to participate in the school's appraisal scheme.

The job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with post-holder. This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

By signing this document you are agreeing to undertake all duties stated within this job description.

Employee signature: _____ **Date:** _____

Manager signature: _____ **Date:** _____

Person Specification

Job Title: Attendance & Welfare Officer

	Essential (E) Desirable (D)
Qualifications and Experience	
1. Relevant qualifications including level 2 in Maths and English required (Equivalent to GCSE grades A*-C)	E
2. Experience of working in an office based environment a least 3 years	E
3. Experience of working in the education sector at least 1 year	E
4. First Aid Qualification (or willing to learn)	D
Professional Specification	
5. Experience of using SIMs.NET	E
6. Experience of Microsoft Office	E
7. Administration and organisation skills	E
8. Experience of working in a confidential environment	E
9. Ability to produce and collate reports and publication materials	E
Professional Skills and Attributes	
10. To hold a full clean driving licence and use of own car	E
11. Ability to inspect and monitor reports, minutes and to take action to remedy any problems identified	E
12. The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
13. The ability to carry out instructions and work with minimum supervision and equally to work under pressure	E
14. Ability to communicate well in writing and face to face	E
15. The ability to identify own training and development needs and to cooperate with the means to address these	E
16. The ability to identify own training and development needs and to cooperate with the means to address these	E
17. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	E
18. The ability to multi-task	E
Personal Qualities	
19. A flexible and proactive work ethic	E
20. Attention to detail	E
21. Honesty and trustworthiness	E
22. A good record of attendance and punctuality	E
23. Ability to work under pressure and remain cheerful and composed.	E
24. Common sense and the ability to work with staff, pupils and outside contacts at all levels.	E
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Demonstrates the Commitment to:	
26. Equal opportunities for all in the school community	E
27. Safeguarding and promoting the welfare of young people	E