

**Attendance & Welfare Officer - Term time only**

**JOB SPECIFICATION**

We are seeking to appoint a confident and proactive administrator to join the school’s pastoral team as Attendance and Welfare Officer.

**Main Responsibilities:**

* Monitor student attendance utilising the in-house management information system
* Liaise with stakeholders regarding attendance issues. (Governors, Senior Leadership Team, Parents, Local Education Authority, Ofsted, etc.)
* Be responsible for ensuring reasons for absence are chased and logged on SIMS
* Liaise with form tutors and offer advice and guidance as to how they can support their tutees in improving attendance
* Establish a clear and consistent approach to monitoring and reporting attendance
* Hold parental meetings where attendance/punctuality is an issue
* Make home visits as needed to support students and families in making improvements in attendance
* Be responsible for ensuring letters and phone calls are made in a timely fashion in order to keep on top of attendance issues.
* Build relationships with students, parents and relevant professionals to support and encourage attendance
* Prepare necessary papers for rare cases that proceed to court
* Any other reasonable duties as required by the Headteacher.