

<b>Job title:</b>	Attendance and Welfare Officer	<b>Salary:</b>	£18,000 – £20,000 dependent on experience	<b>Contract term:</b>	Permanent Term Time only plus 1 week and INSET days. Core hours 7:45am – 4:30pm. 40 hours per week
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<b>Responsible to:</b>	2nd in Charge of Pastoral Care	<b>Responsible for:</b>	N/A
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### **Mossbourne Federation**

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

### **Mossbourne Victoria Park Academy**

At Mossbourne Victoria Park Academy (MVPA) we continue to build on The Mossbourne Federation ethos to provide an exceptional education for all pupils in our care. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfill their true potential. Our staff deliver excellent lessons; our pupils enjoy a vibrant enrichment programme and have access to debate, speech making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our pupils.

### **The Pastoral Team**

The Pastoral Team consists of the Vice Principal, the 2<sup>nd</sup> in Charge of Pastoral Care, the Head of SEN Inclusion, the Heads of Year, the Pastoral Liaison, the Pastoral Administrator, and the Attendance & Welfare Officer. The Pastoral Team are essential in maintaining the purposeful, disciplined and nurturing environment, in which Mossbourne students excel. The Pastoral Team support the smooth running of the Academy day to day and contribute to the longer term strategy for maintaining superb standards in student conduct and attendance. The Pastoral Team are also responsible for the welfare of students and as such many are Designated Safeguarding Leads.

### **Attendance & Welfare Officer role**

Student attendance and welfare are at the heart of pastoral care at Mossbourne Victoria Park Academy and as such, this role plays a key part in ensuring students well-being. The role can be separated into two distinct areas although there are many overlaps between the two.

### Key Accountabilities

To support the staff of the Academy in dealing with the attendance and welfare of students, to act as first point of contact for parents and to be responsible for implementing the relevant sections of the Academy's Health & Safety policy i.e. medical treatment/first aid and infection control. The Academy has a dedicated office for this role for which the Attendance and Welfare Officer will be responsible.

The post holder will report directly to the 2nd in Charge of Pastoral Care, however, other members of the Pastoral Team may also direct activities.

**Duties will be varied** but are likely to include the following:

### Student Attendance

- Ensure all students are registered in the morning and afternoon
- Track and resolve missing registers keeping an accurate and up to date record
- Work with form tutors to rectify unexplained absences
- Contribute to the School Census
- Contact the parents of am registration absentees as agreed with the Head of Years, 2nd in Charge of Pastoral Care or Vice Principal
- Communicate effectively with Heads of Year to inform when assigned tasks are completed and records updated
- Alert 2nd In Charge Pastoral Care & VP and relevant Head of Year if unauthorised pm absences occur
- Monitor individual student absence and alert Heads of Year of any concerns
- Create/publish statistics for each student/Tutor Group/year group/whole academy as necessary
- Monitor and Alert Head of Year and VP if unauthorised codes exist due to parental consent not being submitted and/or teachers not updating registers with correct codes
- Contact the Attendance Service upon request of Head of Year, 2nd In Charge Pastoral Care or VP
- Mentor individual students as necessary
- Meet with Head of Years regarding attendance on a weekly basis and keep notes on each Year Group.
- Liaise with the Attendance Service to co-ordinate home visits
- Manage and update the Attendance Spread sheet for each Year Group
- Prepare, send and electronically file attendance and punctuality letters upon request of 2nd In Charge Pastoral Care, Head of Year or VP
- Meet with parents/carers as necessary

- Write and implement Attendance Support Plans at the request of Head of Years and 2nd In Charge Pastoral Care.
- Insert the correct codes, in advance, for school trips

### **Student Welfare**

- To be responsible for the security/good order/cleanliness of the medical room
- To maintain first aid and medical supplies store
- To keep any students' medications secure
- Maintain an accurate and up to date electronic record of all student medical appointment information and absence notes
- Monitor expiry dates of all student medications and work with parents to ensure replacement medication is provided where required
- To be responsible for collection, maintenance and review of student medical records and to keep them securely
- To disseminate medical information about students to staff and notify staff of students' medical needs where necessary
- To provide first aid treatment when required
- To implement the Academy's Health & Safety policy with particular regard to medical treatment, first aid procedures, hygiene and infection control
- To liaise with parents on health & safety issues as required
- To ensure Health Care Plans, provided by the School Nurse, are in place and updated as appropriate
- To assist the VP and 2nd In Charge Pastoral Care through liaison with the Learning Trust, to monitor and update Medical Welfare Policies
- To liaise with the School Nurse in terms of statutory requirements for students
- To oversee and assist with all necessary administration pertaining to Medical Welfare and after appropriate training to administer medication as required
- To liaise with NHS staff to co-ordinate vaccinations for students and facilitate these being administered in the Academy.
- To liaise with outside agencies such as the Attendance Service Officer / hospitals and medical professionals regarding student welfare
- To provide staff leading Academy trips with required medication and information in line with students' Health Care Plans
- To liaise with the 2nd In Charge Pastoral Care & VP on day to day management pertaining to medical care and welfare

### **General**

- To support reception staff in dealing with parents and students if required
- To cover reception at the request of the VP, AVP or 2nd In Charge Pastoral Care.

- To manage the spare uniform stock and the supplies required by Head of Years to ensure the Academy Uniform Policy is followed by students at all times

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification at any time after consultation with the post-holder.

Person Specification				
		Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	<ul style="list-style-type: none"><li>Experience of working in a school environment is required, with knowledge of school data systems and attendance .</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>Punctuality, reliability and ability to maintain a high level of confidentiality is essential</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>Ability to communicate positively and effectively at all levels with excellent written and spoken English</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail and remaining 100% focussed</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>Ability to be an effective team member using initiative, being proactive and having a flexible approach to work</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>First Aid at work qualification or be willing to undertake training</li></ul>	✓	✓	
IT knowledge				
E	<ul style="list-style-type: none"><li>Excellent ICT skills, including a good working knowledge of the Microsoft Office Suite, specifically Word and Excel</li></ul>	✓	✓	✓
D	<ul style="list-style-type: none"><li>Advanced knowledge and use of MIS including SIMS; data entry, running reports, general operations</li></ul>	✓	✓	✓
D	<ul style="list-style-type: none"><li>An understanding of the Data Protection Act</li></ul>	✓	✓	✓
Behavioural Competencies				

D	<ul style="list-style-type: none"> <li>To act in accordance with professional codes all times, including maintaining strictest confidentiality when dealing with sensitive information</li> </ul>	✓	✓	
E	<ul style="list-style-type: none"> <li>To act in accordance with authority, organisational standards, needs and goals of the Academy</li> </ul>	✓	✓	
D	<ul style="list-style-type: none"> <li>Strategic approach, ability to see the 'big picture' and also think 'outside of the box'</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Must have the upmost integrity as well as high levels of motivation and commitment</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Proactive approach and efficient time management and prioritisation skills</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation</li> </ul>	✓	✓	
<b>Applicable to all staff</b>				
E	<ul style="list-style-type: none"> <li>Undertake training as required to so in order to fulfil the requirements of the role</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings</li> </ul>	✓	✓	✓
	<ul style="list-style-type: none"> <li>Recognise your role as part of the succession of Mossbourne</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Play an active role in terms of Safeguarding all students and adults</li> </ul>	✓	✓	✓

*Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.*