**JOB DESCRIPTION**

**Job Title:** Attendance & Welfare Officer

**Grade:** C1

**Reporting to:** Assistant Principal

**Job purpose:**

To analyse and identify student absences and take appropriate action to support students back into the academy.

**Responsibilities**

* Analyse absence data from each teaching session on Lesson Monitor, identifying unexplained absences and checking Home Calls record.
* Make home visits where appropriate to support all students, in particular Pupil Premium students in returning to school.
* Investigate the reasons for student absence by making appropriate enquiries.
* Ensure statistics for Pupil Premium students and persistent absentees are prepared for Heads of Year and other relevant staff.
* Report regularly to Heads of Year, including weekly meetings, to agree appropriate, co-ordinated, individual support plans for Pupil Premium and other students.
* Ensure student attendance is monitored and trigger points are notified to enable appropriate action to be taken.
* Attend meetings as required such as:

Local Authority meetings

Parent/Carer and Student Attendance Panels

Managed Move meetings

Cluster meetings

Social Care meetings

Police Community Liaison meetings

* Support students on off-site activities/visits when required.
* Support families and assist where required with transport, bus passes, uniform and applications to the Hardship Fund.
* Occasionally invigilate exams in students’ homes.
* Occasionally work outside of normal office hours to meet the needs of the service.

**General**

* Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection.
* Be aware of, and support, differences to ensure equality of opportunity for all.
* Support the wider administration and pastoral teams as required and undertake any other duties commensurate with the grade of the post.
* Perform other relevant tasks as directed by senior leaders.
* Work in partnership with, and across, other TGAT Academies as required.

**Key skills**

* Good interpersonal skills to work effectively with staff, students and parents/carers.
* Able to use initiative and work independently, when required, effectively.
* Able to produce timely and accurate data.
* Able to work cooperatively in partnership with other TGAT academies.
* Ability to think strategically in order to maximise the impact of time spent.

**PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * GCSE Grade C in English and Mathematics (or equivalent) |  | * Application * References |
| Knowledge and skills | * Excellent interpersonal skills * Ability to relate well to adults and young people * Strong oral and written communication skills, friendly and approachable. * Good organisational skills with the ability to work calmly under pressure. * Ability to be innovative and creative and work methodically, accurately and logically. * Ability to motivate and organise students | * Knowledge of ICT applications e.g. Microsoft Office, Excel and SIMS. | * Application * References * Interview Task * Interview |
| Experience | * Experience of working with young people in a school environment. * A good understanding of policies and procedures relating to child protection, health and safety, confidentiality and data protection. |  | * Application * References * Interview |
| Continuous Professional Development | * Evidence of commitment to personal CPD |  | * Application |
| Personal Qualities | * Commitment to raising levels of student attendance and engagement and to the success of the academy * Excellent communicator * Effective team member * A commitment to safeguarding children. * Drive and determination * Ambition * Energy, enthusiasm, sense of humour * Driving licence held |  | * Application * References * Interview |

Please be aware that The Ruth Gorse Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including DBS checks.