



DANES EDUCATIONAL TRUST

JOB DESCRIPTION

| | |
|------------------------|--|
| Job Title | Attendance and Welfare Officer |
| Line Manager | Deputy Head (Pastoral) |
| Working Week | 37 hours per week (Part-Time Considered) |
| Weeks Worked | Term Time Only plus INSET Days |
| Holiday Working | None |

Core Purpose

The Attendance & Welfare Officer will work alongside key school staff to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance. They will also provide support for vulnerable students with specific needs, including organisation and emotional well-being issues, through focused intervention, in order for individuals to fully access the curriculum and achieve their full potential.

Main Duties and Responsibilities

- Provide guidance and support to parents and carers of students experiencing difficulties in school
- Provide early intervention and support to individuals and groups of students with attendance issues (persistent absentees)
- Work with parents and other agencies to improve their child's attendance records, coordinating parental support and training where appropriate
- Make home visits as required
- Interpret information relating to attendance patterns and identify key areas of concern for the Deputy Headteacher (Pastoral)
- Liaise with Form Tutors and Pastoral Leaders to ensure that all registers are completed and no missing marks or unexplained absences remain on a weekly basis
- Ensure any unexplained absences are accounted for or send letter requesting explanation
- Assist the SIMS Manager in completing Census returns on attendance by chasing outstanding unexplained absences by key dates each year
- Monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- Prepare and administer fixed penalty notices if required
- Provide support to students with significant emotional well-being or organisational issues
- Develop strategies to improve resilience, build confidence and self-esteem
- Draw up action plans with targets for improvement, monitor and evaluate progress
- Maintain appropriate records and case files on individual students
- Ensure pupil information is logged and filed promptly
- Liaise closely with parents and the Pastoral Team, liaising with professionals from other agencies where appropriate
- Attend meetings in and out of school as required

Additional Responsibilities

- Provide cover in the medical room as required by the medical administrator.
- Undertake other general administrative duties as required from time to time



- Work in guidelines and duties as Headteacher

accordance with school undertake any other directed by the Deputy (Pastoral).

Equalities

The post holder is required to be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Health & Safety

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Criminal Records Check – Disclosure & Barring Service (DBS)

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as 'spent'. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school's pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

Additional Information

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Supervision/Job Context

The post holder is managed by the Deputy Head (Pastoral)

Contacts

The post holder will work with all members of staff in the school and have contact with students, parents, governors, advisors and other specialist visitors to the school.

Knowledge, Experience and Training

Essential:

- English and Maths Level 2 (GCSE equivalent)
- Experience of working with and supporting children, young people and their parents/carers
- Experience of working with school staff and visiting professionals
- Experience of analysing data to identify patterns and trends



DANES EDUCATIONAL TRUST

- Knowledge of procedures child protection
- Excellent organisational skills and the ability to communicate on all levels
- Ability to work in a team and be part of the wider life and ethos of the school
- Ability and self-motivation to work independently
- Student focused, professional approach to work
- Experience of ICT (Microsoft Word and Outlook)

Preferable:

- Knowledge of school procedures
- Experience of providing guidance on student welfare issues
- Experience of SIMS

| | Name | Signature | Date |
|--------------|------|-----------|------|
| Post Holder | | | |
| Line Manager | | | |
| SLT | | | |

NB Signed copy to be returned to Human Resources Administrator for Personnel Records