**JOB DESCRIPTION**

**Job Title:** Attendance and Welfare OfficeTeam Leader

**Grade:** S01 29-31 – TTO + 5 days

**Reporting to:** Vice Principal (Pastoral)

**Job Purpose:**

To work under the supervision and guidance of the Vice Principal (Student Standards) and the Assistant Principal (Pastoral) in order to:

* address the welfare needs of students;
* address potential barriers that impact negatively on school attendance;
* implement policies and procedures pertaining to the job.

**Main duties:**

* Relentlessly seek to improve the attendance of young people at The Ruth Gorse Academy in order to meet targets set by the Executive Principal, Principal and Local Governing Body.
* Act as an advocate for students and liaise with teaching staff to provide support for targeted students so as to raise achievement and attendance.
* Support with the identification of those students who need extra help to overcome barriers to learning inside and outside school.
* Develop a 1:1 relationship with students requiring targeted support with the aim of addressing targets defined in an agreed action plan.
* Maintain regular contact with parents *I* carers of identified students to keep them informed of the student's needs and progress.
* Encourage students to take responsibility for their own learning.
* Be responsible for promoting the welfare of students by identifying potential child abuse and following safeguarding procedures in accordance with the Trust’s Child Protection Policy.
* Work to improve student behaviour by establishing and maintaining a clear and positive framework for behaviour management in line with the Trust’s Behaviour Policy.
* Work as a Child Protection Designated Officer (training will be provided).
* Work alongside other pastoral colleagues, Vice Principal, Assistant Principals and Heads of Year to plan and implement strategies that will improve the behaviour, attendance and attainment of individual and targeted groups of students.
* Attend Early Help Plans when appropriate to enable support around a student and family, including collating accurate information, writing reports and representing the Academy.
* Attend meetings with parents / carers and multi-agency meetings, when appropriate.
* Use information technology and administration to collate information and maintain records about individual students.
* Support with transition arrangements for students entering or leaving the Academy.
* Network with Learning Mentors, Attendance Officers and pastoral members of staff to share ideas and best practice.
* Be committed to improving personal practice through training and performance management.
* Line manage team of Attendance Officers
* Undertake additional duties appropriate to the post as required.

**Further details regarding routine tasks:**

1. **CPOMS**
* Update and categorise all incidents and update all actions.
* Scan documentation and alert key staff members as necessary.
1. **PASTORAL MEETINGS**
* Liaise with Heads of Year.
* Provide full and regular feedback to form tutors.
* Provide guidance and leadership in relation to attendance to individual form tutors, year groups and key stage as a whole.
* Ensure all tutors understand and are actively implementing the key aspects of the Academy’s policies including, behaviour, positive discipline, attendance, uniform and safeguarding.
1. **BULLETINS**
* Update form tutors with attendance figures for the week / year.
1. **ATTENDANCE**
* To monitor and analyse attendance data daily to identify areas of concern and act accordingly to improve the figures.
* To produce and send letters regarding lateness and attendance / truancy.
* Undertake home visits to support parents / carers, encourage students to come in to school and discuss the link between absence and attainment.
* To advise parents / carers about the legal process if their child becomes a persistent absentee.
* Organise school attendance panels, set targets and if necessary organise parenting contracts to be completed.
* Organise and complete Common Internal Records or Common Assessment Frameworks to provide effective intervention or to identify the most appropriate service.
* To undertake the management of Education Supervision Orders made in court.
* To implement and develop re-integration strategies to support a student returning to school. In order to resolve any difficulties and reduce the likelihood of further absence.
* To liaise with Heads of Year, Learning Mentors and other staff regarding attendance issues and arrange meetings as appropriate.
* To support key challenging and vulnerable students in the specified key stage, developing inclusion packages to aid their academic and social development.
* To participate in the Academy’s pastoral training programme as appropriate and when requested.
* Promote and support high levels of attendance, to support students in achieving their full potential
* Collate information in order to inform the Academy, Attendance Officer and parents / carers.
* Telephone parents / carers where appropriate, and undertake home visits where appropriate.
* Update onto CPOMS.
1. **LINE MANAGEMENT**
* Effectively line manage a team of Attendance and Welfare Officers
* Carry out appraisals, as required, and in line with the Performance Management policy of the Gorse Academies Trust.
1. **MEETINGS**
* Liaise with Heads of Year.
* Attend and collate information / reports for Child Looked After meetings, external agency meetings, Early Help Plan meetings, Personal Educational Plan meetings, parental meetings and Annual Review meetings.
* Update onto CPOMS.
1. **INCIDENTS / INVESTIGATIONS**
* Liaise information with Heads of Year.
* Collate statements from students.
* Talk to parents.
* Investigate each individual statement
* Updating onto CPOMS
1. **PARENTS’ EVENING**
* Make appointments for parents / students.
* Attending all parents’ evenings
1. **POSITIVE DISCIPLINE**
* Identify students that require intervention.
* Monitor students’ behavior and attendance in consultation with key staff.
* Initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their child.
* Monitoring of students’ negative comments.
* Update onto CPOMS
1. **TRANSITION (when appropriate)**
* Support on Year 6 transition events where required.
* Primary school visits to Year 6 students with an attendance focus (*Attendance and Welfare Officer KS3*).
* Support the transfer of information to Post 16 destinations with necessary details related to attendance and behavior (*Attendance and Welfare Officer KS4*).

**Key Skills**

* Friendly and well organised team player.
* Works on own initiative without supervision.
* Good telephone manner with parents / carers and other outside agencies.
* Uses good interpersonal skills to work effectively with staff and students.
* Works to deadlines and encourages others to do so.
* Able to prioritise workloads.
* To work in partnership with The GORSE Academies Trust.

The Ruth Gorse Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * GCSE Grade C in English and Mathematics (or equivalent)
 |  | * Application
* References
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| 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
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| 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
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| Continuous Professional Development | * Evidence of commitment to personal CPD
 |  | * Application
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| 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
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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.

**Executive Principal:** Sir John A Townsley BA (Hons) NPQH



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