**JOB DESCRIPTION**

**Job Title:** Key Stage 3 & 4 Attendance and Welfare Team Leaders (2 posts)

**Grade:** S01 29-31 – TTO + 5 days

**Reporting to:** Vice Principal

**Job Purpose:**

To work under the supervision and guidance of the Vice Principal 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 Morley 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. A relentless focus must be placed on disadvantaged students those students educated in alternative provision.
* 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/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 following safeguarding procedures in accordance with the Trust’s Child Protection Policy.
* Work alongside other pastoral colleagues, Vice Principal, Assistant Principals and Student Performance Leaders to plan and implement strategies that will improve the attendance 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.
* Line manage team of Welfare Officers
* 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.
* 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 Student Performance Leaders and Assistant Principals.
* Provide full and regular feedback to pastoral colleagues.
* Provide guidance and leadership in relation to all aspects of attendance.
* Ensure all colleagues are actively implementing the key aspects of the academy’s policy in relation to attendance.
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.
* 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 pastoral colleagues regarding attendance issues and arrange meetings as appropriate.
* To participate in the academy’s pastoral training programme as appropriate and when requested.
* Telephone parents/carers and undertake home visits where appropriate.
* To collect students and transport them into the academy where necessary.
1. **MEETINGS**
* Liaise with form tutors, Student Performance Leaders and Senior Leaders.
* 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.
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. **PARENTS’ EVENING**
* Attending parents’ evenings where appropriate.
1. **TRANSITION (when appropriate)**
* Support on Year 6 transition events where required.
* Primary school visits to Year 6 students
* Support the transfer of information to Post 16 destinations where appropriate.

**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.

**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.
* Completed Child Protection training programme.
 | * 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
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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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*The Morley 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.*

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



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