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**Student Welfare Officer**

1. **Attendance**

* Ensuring all registers are completed daily with no missing marks or unexplained absences
* Checking and reminding staff to complete registers within appropriate timescales
* Ensuring all unexplained absences are accounted for or letters are sent requesting an explanation
* Monitoring the attendance of vulnerable groups of students and liaise with Attendance Lead/Head of Year
* Inputting timely information i.e. music trips, sporting events, exams, absence reports to registers and to keeping staff updated
* Printing off official registers daily and explained absences in event of a fire
* Following the Attendance policy and send out letters as directed by Attendance Lead
* Providing updates for staff to improve attendance
* Maintaining attendance red-hot list

1. **Punctuality**

* Ensuring accurate records are maintained of student punctuality
* Maintaining logs for lateness and provide support to Heads of Year for daily and weekly late detentions

1. **Student Services**

* Managing the Student Services office as first point of contact for pupil queries and issues (e.g. timetables, daily planners)
* Assisting with pupil printing
* Ensuring that Student Services is kept appropriately stocked with resources
* Assisting pupils with managing the Student Shop
* Collating reply slips for trips and other pupil events where not managed via the School Shop online payments system
* Co-ordinating College lost property, ensure named items are returned and items regularly recycled
* Ensuring that tutor trays are kept appropriately updated and collected and returned on a daily basis

1. **Pastoral Administration**

* Ensuring that accurate and consistent records are maintained on SIMS in relation to pupil behaviour, phone calls home etc.
* Providing reporting to Heads of Year, identifying trends and areas for review
* Monitoring student attendance at lunchtime and after school detentions and investigating non-attendance
* Assisting with annual collection (new pupils) and regular update of SIMs pupil data
* Ensure appropriate preparation of new pupils (paperwork, timetables etc.), working with the appropriate Head of Year to ensure that new pupils feel at home and are adequately prepared
* Assisting in helping distressed pupils
* Assisting in investigating incidents
* Liaising with parents and carers regarding student behaviour and attendance issues and arranging for work to be provided in instances of exclusions or long term absence
* Maintaining pastoral notice boards

1. **Medical Support (requirement to be First Aid Trained)**

* Administering first aid and medication to pupils and staff in line with the school’s policy
* Regular liaison with Medical Co-Ordinator to ensure that more serious cases are reported and appropriately managed
* Assistance with the co-ordination of vaccine programme

1. **Other ad hoc administrative support (as required)**