**JOB DESCRIPTION**

**Job Title: Attendance & Welfare Officer**

**Grade: C1 (SCP 12-17)**

**Reporting to: Assistant Principal**

**Job Purpose:**

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

**Key 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.

**Personal Responsibilities:**

* Hold positive values and attitudes and adopt high standards of professional conduct.
* Carry out the duties and responsibilities of the post, in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
* To willingly engage with training as required by the academy.
* Treat all aspects of the role with the strictest confidentiality.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

* The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
* Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
* Contribution to the overall ethos/work/aims of the Trust.
* The Trust operates a No Smoking Policy.

*The GORSE Academies Trust is committed to safeguarding and promoting the welfare all children, and expects all staff, Governors and volunteers to share this commitment.  The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 eg. 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 |

*Boston Spa 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 and Barring Service (DBS) check. We promote diversity and aim to establish a workforce, which reflects the population of Leeds.*