



Quarrydale Academy

Job Description

1. Title of Post

Attendance, Welfare and Enforcement Officer

2. Name of Employee

3. Salary

Grade 5, SCP 15-22 £27,803 - £31,364, Pro rata salary for term time only £23,809 - £26,858

4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy's Line Management (see staff handbook) Direct Line Management will be through the Safeguarding and Attendance Team Leader

This post holder will have no Line Management responsibility

5. Main Purpose of the Job

- The promotion of positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence. To support home visits and attend meetings both at school and off site where required.
- To support parents/carers to improve their children's attendance thereby improving their access to learning within the Academy, enabling all children and young people to maximise their educational opportunities.
- To deliver a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

6. Responsible for the Following Key Tasks:

- To follow strategies directed by your line manager to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.
- Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion.
- To monitor all lesson attendance to highlight truancy and provide accurate reports and information to key relevant staff.
- To support Pastoral Support Officers to meet with school staff, pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.

- Contact the families in response to allocated referrals through home visits and/or meetings in school.
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties;
- Liaise with the Local Authority and prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, and, if appropriate, the completion of Common Assessment Form (CAF) referrals.
- Be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures.
- Liaise and work with external organisations as required.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.
- Manage your own work load in line with the school priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, Pastoral Officers, Academy staff and others.
- To liaise with parents regarding absence and attendance including enquiries, meetings in the academy and the home address, leave of absence requests, admissions, exclusion and home education.
- Identify and follow academy and Local Authority procedures regarding children going missing from education.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.

7. Health, Safety and Wellbeing

- Promote and safeguard the welfare of children that you are responsible for or come into contact with.
- Comply with and ensure that school policies, procedures and risk assessments, for example, Lone Working, Safeguarding, Data Protection and e-safety are followed.
- Confidentiality must be observed at all times.

8. Further Statement

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is effective from 1 June 23. The contents have been agreed in consultation with the post-holder/s and the Academy.