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**ORMISTON BOLINGBROKE ACADEMY**

**JOB DESCRIPTION**

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| **Job title:** | Attendance and Pastoral Officer: Sixth Form |
| **Salary:** | HBC3 SCP 5-6, £18,795 - £19,171 (Pro-rata term time equivalent £15,036 - £15,336) |
| **Contract weeks** | 37 weeks, Term time |
| **Reporting to:** | Head of Sixth Form |

**Purpose of the role**

The Attendance and Pastoral Officer will work with key staff in the academy to monitor and use a variety of strategies to promote excellent attendance, reduce levels of absence.

**Specific Responsibilities and Accountabilities**

* Undertake all procedures and initiatives related to the attendance of students at the Sixth Form.
* Assist in undertaking procedures related to behaviour of students in collaboration with teaching staff and other agencies promote and participate in attendance related initiatives such as out of hours/out of school activities for students.
* Register checks –ensuring all staff are completing registers within the first 10 minutes of lessons, providing reminders and seeking staff who may not have completed.
* First day phone calls for any students who are marked absent ensuring contact has been made with students or parents to identify reason for absence.
* Third day no contact – undertake home visit for welfare concern and absence reasons gained with work provided/plan of action to get students to return to sixth form.
* Manage attendance review half termly, meet with parents, form tutors, students and collate all contracts, ensuring home are notified via letter.
* Produce and monitor weekly absence reports for administration to issue absence letters to parents making them aware of any unauthorised absences for each student.
* Produce and monitor reports to all form tutors regarding attendance and absence weekly of their form groups ensuring that form tutors return the required information to then be updated on SIMS record.
* Liaise and meet with Head of Sixth Form, Assistant Head of Sixth Form, Form Tutor, Heads of Faculty and Subject Teachers regarding attendance and outstanding work submission.
* Produce and monitor attendance records for each subject area, providing support where necessary.
* Liaise with IT and ensure laptops are distributed, returned and accounted for throughout each year with effective audits in place.
* 1 to 1 pastoral support to Sixth form students, meeting with parents to address attendance concerns and assist in putting effective action plans in place to support students in improving attendance.
* Manage Care to learn for any students who are responsible for their own children to support them in the completion of their sixth form studies.
* Produce and collect bursary policies and application forms, collating all details for finance to ensure students who are entitled to bursary get paid weekly.
* Audit bursary payments on a regular basis to ensure it is running effectively.
* Produce and monitor weekly data analysis of all attendance figures and distributed to relevant staff tracking attendance for both year groups on a weekly basis as well as the overall percentage for each year.
* Examine trends and identify future problems from information available and assist with enquiries on school attendance issues as appropriate.
* To contribute to the gathering of evidence for legal proceedings associated with school non-attendance.
* Produce attendance data upon request for any department, form tutor, Assistant Head of Sixth Form or Head of Sixth Form.
* Exit interviews (when Head of Sixth Form unavailable) and paperwork for students who are coming off role
* Produce, update and track an effective progression tracker that identifies each student’s destination. Notify 14-19 team of leavers to be picked up if they do not have a destination established.
* Liaising with external agencies when needed to support students with attendance or pastoral care.
* Liaise with whole school attendance and Head of Year 11 regarding Year 11 for intake for new Year 12 students (any concerns, attendance or medical needs)
* Ensure all progression data is accurate and liaise with 14-19 team regarding NEETs
* To be available on promotional and external events to support recruitment of students into the Sixth Form.
* To assist in the planning and delivery of the induction days for Sixth Form.
* To organize student private study time.
* To assist in the supervision of the sixth form study room, following up on non-attendance.
* To be aware of Safeguarding & Promoting the Welfare of Children procedures as well as the Academy’s Attendance and Anti-Bullying Policies.
* To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
* Carry out his/her responsibilities with due regard to Academy’s policy, organisation and arrangements for Health and Safety at Work.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

**Performance management**

To participate in the Academy’s arrangements for performance management, professional development, quality assurance and internal verification.

**General responsibilities**

* To have due regard at all times to the Academy’s policies, organisation and arrangements for Health & Safety at Work.
* If a recognised First Aider, to provide First Aid when needed.
* To maintain confidentiality of information acquired in the course of undertaking duties for the academy.
* To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

**Context**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**