HEADTEACHER
MR GLYN POTTS MBE DL

# Saint John Henry
# Newman Catholic College

## JOB DESCRIPTION

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| **JOB TITLE** | Attendance, Well-being and Re-Engagement Officer |
| **DEPARTMENT** | Pastoral |
| **GRADE** | Grade 5 Point 18 – 23, salary £27,344 - £30,151,<br>Actual salary £23,386 - £25,787 |

**Generic Responsibilities**

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Play a major role in supporting the essential business of Newman RC College in providing an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

**JOB PURPOSE**

- The successful candidate will re-engage those students who are severely absent from college or who disengage with lessons by working with families and staff to implement support strategies.

MAIN RESPONSIBILITIES

Under the direction of senior leaders:

- To re-engage pupils who are severely absent from college or who disengage with lessons.
- To implement strategies to support academic, pastoral, emotional and social needs of pupils to support them back into full time education in college.
- To liaise with parents/carers, relevant staff and external professionals and agencies to secure alternative learning pathways for pupils when required.
- To act as the main point of contact for all induction and admissions of new students, in support of the AHT Attendance and the Admissions Officer.

**STANDARD DUTIES**

- To work with 'hard to reach' families by carrying out home visits and conducting re-engagement meetings to strengthen college/family relationships and lines of communication to support better attendance in college.
- To implement the Emotionally Based School Avoidance strategy.
- To plan for and implement attendance support plans for individuals including scheduling phased return and part time timetables as part of supporting pupils back into college.
- To deliver mentoring and intervention programs for individuals and small groups to re-engage them with college and learning.
- To attend RADAR meetings to identify and jointly plan actions for individual pupils with severely persistent absence.
- To liaise and work proactively with other areas of provision e.g. SEND team, CLA team, pastoral teams and attend meetings for relevant pupils when required such as SEND reviews, CLA reviews and PEP meetings.
- To oversee provision for pupils who may be on a temporary part time timetable by liaising with the academic achievement team and subject teachers to collate relevant curriculum support work and oversee pupils completing this.
- To liaise with external providers, dual registration and alternative provision to monitor attendance and welfare, including half termly visits to pupils.
- To work with teachers to identify difficulties and barriers for pupils attending lessons and to develop plans to address and minimise barriers, re-establishing regular attendance.
- Maintain accurate and up to date records are kept and to use these to provide monitoring and impact reports as required.
- To be registered and active First Aider

**CONTACTS**

Pupils, staff, parents, external agencies and visitors.

**RELATIONSHIP TO OTHER POSTS**

Responsible to: Associate Assistant Headteacher – Attendance, Admissions Officer, SLT

| | DATE | NAME | POST TITLE |
|---|---|---|---|
| **PREPARED** | 16/09/2023 | R Singh | Deputy Headteacher |
| **REVIEWED** | | | |
| **REVIEWED** | | | |