

# STUDENT WELFARE OFFICER (Secondary) and WHOLE SCHOOL ATTENDANCE OFFICER

## JOB DESCRIPTION

### Primary Objective of Role

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. The role will also provide administrative support to the secondary school welfare/pastoral team.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the staff member comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

#### Responsibilities

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Initiate and oversee the administration of absence procedures, for example letters home
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems
- Be an integral part of the wider school pastoral team.
- Support the safeguarding of students by updating registers with student approved school activities and monitor for contradictory marks across the day.



- Track the attendance of students across the college, flagging students of concern. Identify concerning attendance patterns and raise concerns with DSLs.
- Report concerns on the schools safeguarding database (CPOMS)
- Work alongside the front office teams and data manager to support efficient systems for notifying parents of their child's absence and attendance records over time
- Manage Settling in Reports or other requirements, as needed to support students.
- Maintain a database of student incident reports and upload the information onto the shared welfare drive.
- Prepare KPI reports for Board Meeting and Leadership Group regarding behaviour and attendance using iSAMS
- Support students such as lost property, confiscated items, lost or missing students.
- Maintain a visible and positive profile with colleagues, staff, students and parents.
- Work alongside the school counsellors to provide logistical support and administrative support to their roles as necessary
- Support students who are distressed or who have welfare issues that may arise during the day ensuring the level of need is triaged and the relevant staff are informed to enable follow ups
- Work alongside the welfare team to provide emotional support to students
- Maintain resources and processes for KS offices
- Support pastoral events through room bookings and liaising with FM management
- Attend and minute safeguarding meetings or parental meetings as required
- Work with school leaders to develop and revise the school's attendance policy

## Communication

- Good command of English language, to liaise with colleagues, students and external partners
- Attend regular line-management meetings
- Communicate effectively with colleagues

## Professional Development

- Maintain up to date skills and knowledge
- Self-evaluate and review changing practice models and methods that may arise
- Participate in the school's Performance Development Review process and be involved in opportunities for Continued Professional Development, including attending inset.

Staff are expected to work flexibly to enable the effective discharge of their professional duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time, following discussion between the line manager and member of staff.



## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Diversity, Equality and Inclusion (DEI)

As an equal opportunities' employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

## PERSON SPECIFICATION

### Key Requirements

[E-Essential, D-Desirable]

#### Qualification

- Minimum Secondary/High School Level Education (E)

#### Experience

- Working with children and young people (E)
- Experience of working in an educational environment, preferably in a similar role (D)
- Confident in using computers with a willingness to learn new programmes and applications (E)

#### Skills, knowledge and Abilities

- Excellent interpersonal and communication skills, with a good command of the English language (written and verbal) (E)
- Must be able to prioritise and plan work activities so that time is used efficiently (E)
- Must be organised, accurate, thorough, and able to monitor work for quality (E)
- Ability and willingness to work independently with minimal supervision (E)
- Proven ability to set priorities and manage multiple tasks (E)
- Sensitive, caring and responsive to the needs of young people (E)
- Evidence of continued professional development (E)
- A commitment to training to develop in areas of coaching and mentoring (E)
- A commitment to the safeguarding and well-being of students (E)
- Adept in the use of Google applications (D)

