



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Attendance Welfare Co-ordinator

Location:

Humberston Academy

Job Purpose:

To work closely with the Attendance Information Officer, drawing on indicators that reveal barriers to attendance, identifying solutions to removing these barriers and liaising with pupils, parents/carers and external agencies in securing improvement.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Vice Principal

KEY RESPONSIBILITIES

MAIN RESPONSIBILITIES

- ★ To maintain robust chronologies outlining all communication, support and intervention for individual pupils who do not attend well in school
- ★ Administer daily attendance marks on Bromcom (and Safeguard as necessary) and conduct daily welfare checks each morning with the families of all vulnerable pupils who are absent that morning and record the details of the conversations
- ★ To conduct home visits where appropriate with another DRET colleague
- ★ To chair meetings regarding pupil's attendance, including SAP and GAP meetings
- ★ To liaise with members of the safeguarding, pastoral and welfare teams, including Heads of Year, Tutors, the SENCO, Student Services and SLT for a full understanding of each pupil's circumstances
- ★ To work with individual pupils and their family in setting targets for improved attendance and reviewing success on a regular basis, always intervening to sustain improvement
- ★ To lead on referrals to relevant external agencies
- ★ To liaise with other agencies in finding appropriate solutions, such as the Virtual Head, representatives from the LA working with the family in consultation with the academy's safeguarding leads, medical practitioners and CAMHS/ YMM.
- ★ To conduct daily attendance checks for pupils attending alternative providers, off-site directions and hospital schools
- ★ To conduct Quality Assurance visits to Alternative providers
- ★ To source and deliver suitable intervention programmes and engage with LA led interventions such as the EBSA programme or equivalent
- ★ To liaise with the school leader responsible for PSHE and contribute to curriculum conversations about factors affecting poor attendance
- ★ To contribute to the assembly programme, promoting good attendance
- ★ To implement strategies to motivate strong attendance through incentives, rewards and workshops with target groups
- ★ To lead on all communication and implementation of reduced timetables with the family and the LA
- ★ To counsel families considering Elective Home Education in consultation with academic and safeguarding staff in school
- ★ To engage with CPD opportunities - internal CPD and those externally available through the LA and as provided by members of the Core Team.
- ★ To support on the admissions and appeals process, including representation at appeal hearings, in with liaison with the Assistant Principal.
- ★ To support and challenge class and AM lates to support student attendance.

HEALTH AND SAFETY:

- ★ Update pupils' medical details as and when required, and liaise with the Health and Wellbeing Officer.
- ★ To be prepared for any fire evacuations and ensure all pupils are accounted for if required
- ★ Be familiar with Child Protection and local safeguarding procedures
- ★ To provide First Aid to pupils when required

SUPPORT FOR THE SCHOOL:

- ★ Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ★ Be aware of and support differences and ensure equal opportunities for all
- ★ Contribute to the overall ethos and aims of the school
- ★ Appreciate and support the role of other professionals
- ★ Participate in training and development and performance reviews as required
- ★ To support the school in order to manage the varying demands and deadlines within our busy school office

OTHER DUTIES:

- ★ To undertake other such activities which may reasonably be regarded as within the nature of the duties and responsibilities of the post
- ★ We are committed to safeguarding and promoting the welfare of children and as part of this recruitment process, all successful applicants will be required to apply for an enhanced DBS disclosure.

NOTE:

This Job Description may periodically be varied after consultation with the post holder and is not an exhaustive list of responsibilities.

KEY RESPONSIBILITIES - ALL STAFF

- ★ To support the academy ethos
- ★ To contribute to academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required
- ★ To support and contribute to the academy's commitment to 'Every Child Matters' to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
★ GCSE (or equivalent) in English and Maths	✓	
★ Good numeracy/ literacy skills	✓	
★ Work experience in a relevant organisation	✓	
★ Willingness to undertake further work-related training	✓	
★ NVQ Level 2 or equivalent in a relevant subject		✓
★ Knowledge of BromCom		✓
★ Have or willingness to undertake first aid training		✓
Experience		
★ Experience within an administrative role	✓	
★ 2yrs experience within a similar role		✓
Skills and Knowledge		
★ Knowledge of software packages used for: - Word processing – Word - Spreadsheets – Excel - Email – Outlook - Internet – Internet Explorer	✓	
★ An ability to work on longer term projects independently		✓
★ Knowledge of the DfE School Attendance document (July 2019)		✓
★ BromCom experience		✓

Personal Qualities		
★ To be able to develop positive relationships with children, colleagues and parents	✓	
★ Able to work as part of a team, friendly manner and a sense of humour	✓	
★ To be flexible and approachable in a busy day to day environment	✓	
★ Ability to cope with and adapt to change	✓	
★ Accuracy and attention to detail	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

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

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.