

JOB DESCRIPTION

Job Title	Attendance Welfare Officer
Reports to	Deputy Head Pastoral School Business Manager
Liaison with	Students, Parents, Teaching staff, Support staff, Headteacher
Job Purpose	To adopt a proactive approach to promoting and encouraging the attendance of all students and where necessary, enforce the school attendance policy for those who have low attendance or are at risk of low attendance.
Duties	<ul style="list-style-type: none"> • Liaise with the Senior Attendance Officer and the pastoral team to achieve high levels of student attendance, particularly focussing on driving forward improvements in the attendance of disadvantaged groups • Increase school attendance through working effectively with individual students, groups of students and their families / carers • Analyse patterns of attendance and guide appropriate interventions in order to improve the attendance of students who fall below the expected school target • Evaluate the impact of attendance interventions and provide reports on the impact of these • Telephone and/or conduct home visits of those students whose attendance is low or at risk of being low and not meeting national expectations of school attendance and advise and encourage improved attendance • Conduct safeguarding/welfare home visits and identify appropriate support and interventions • Maintain regular contact with families / carers offering practical and emotional support to ensure that students' needs are met and assist in regular attendance • Liaise with external agencies as appropriate and necessary • Provide 'drop in' sessions for parents/carers to discuss barriers to attendance • To provide support in the absence of the Attendance Officer / Senior Attendance Officer to ensure that daily attendance returns are completed and the school's legal requirements are met • To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals. • Assist in the liaison with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality.

	<ul style="list-style-type: none"> • To report any welfare and/or child protection concerns as per the school policies and procedures • Assist with the identification and implementation of intervention strategies to address poor attendance and celebrate excellent attendance • To assist in the completion of accurate statistical returns regarding student attendance and punctuality as required by the school, local authority and DfE
General Administrative Duties	<ul style="list-style-type: none"> • To facilitate the efficient and effective administration of the school • To support and facilitate the work of appropriate teaching and support staff • To be aware and support the needs of the students in the school • To carry out basic clerical tasks, including filing, word processing, SIMS modules as appropriate • To mutually support other administration staff in the completion of their duties • To liaise closely with the Student Welfare Assistant/Receptionist and other members of the Pastoral team to ensure that student attendance is managed consistently.
General	<ul style="list-style-type: none"> • To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence' • To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To respect confidentiality at all times • To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate • To undertake any training and development commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Post Holder signature Date

Post Holder name (in capitals)..... Date.....

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.