

Job Description

Academy:	Leeds West Academy
Job Title:	Educational Welfare and Community Liaison Officer
Grade:	SO1 .29 - .31 £25,951 - £27,668 pro rata
Hours:	37 hours per week, term time only plus 5 days (39 weeks per year)
Accountable to:	Senior Vice Principal

Purpose of role:

The Attendance Team at Leeds West Academy report and implement strategies to drive and improve attendance throughout the academy. To address and overcome a range of barriers to learning/engagement.

In this role you will driving attendance initiatives for the senior leadership team and supporting the day to day running of attendance work with the Attendance Coordinator and the Attendance Improvement officer.

Pivotal to this role is to address the welfare needs of students. Potential barriers that impact negatively on school attendance and implement policies and procedures pertaining to the job.

You will oversee all student care plans and have an overview of student risk assessments. You will coordinate members of staff responsible for first aid and advise on first aid requirements of individual students needs on proposed trips and events.

General Duties:

- Relentlessly seek to improve the attendance of young people at The Leeds West Academy in order to meet targets set by the Executive Principal, Principal and Local Accountability Board.
- Act as an advocate for students and liaise with teaching staff to provide support for targeted students so as to raise achievement through improved attendance.
- To log behaviour referral's and attendance interventions on Behaviour Watch and SIMs systems,
- Implement all Academy policies with regard to registration, student absence, student uniform, use of planners and other routines.
- Promote good attendance at all levels.
- Ensure the welfare needs are met for students.

Duties specific to the role:

- Support with the identification of those students who need extra help to overcome barriers to learning inside and outside school.
- Develop a 1:1 relationship with students requiring targeted support with the aim of addressing targets defined in an agreed action plan.
- Encourage students to take responsibility for their own learning.
- Work to improve student behaviour by establishing and maintaining a clear and positive framework for behaviour management in line with the Trust's Behaviour Policy.
- Liaise with Child Protection Designated Officer (training will be provided).
- Work alongside other pastoral colleagues, Senior Vice Principal, Assistant Principals to plan and implement strategies that will improve the attendance and attainment of individual and targeted groups of students.
- Work in conjunction with the Attendance Improvement Officer on the following:
 - Attend Early Help Plans when appropriate to enable support around a student and family, including collating accurate information.
 - Attend meetings with parents / carers and multi-agency meetings, when appropriate.
 - Undertake home visits to support parents / carers, encourage students to come in to school and discuss the link between absence and attainment.
 - Undertake home visits to support student's attendance with 'pick ups' as an intervention.
 - To advise parents / carers about the legal process if their child becomes a persistent absentee.
 - To assist in the organising school attendance panels, set targets and if necessary organise parenting contracts to be completed. Organise and complete Common Internal Records or Common Assessment Frameworks to provide effective intervention or to identify the most appropriate service.
- Use information technology and administration to collate information and maintain records about individual students.
- Support with transition arrangements for students entering or leaving the Academy.
- Undertake additional duties appropriate to the post as required.
- Provide information for the weekly staff 'Bulletins'
- Provide information to promote attendance on the academy website and around the school including displays.
- Providing written reports and representing the Academy on a range of areas such as attendance student welfare and care.
- To monitor and analyse attendance data daily to identify areas of concern and act accordingly to improve the figures supporting the attendance coordinator

- To implement and develop re-integration strategies to support a student returning to school. In order to resolve any difficulties and reduce the likelihood of further absence.
- Leading the administrative systems regarding first aid and medical needs across the academy, coordinating the First Aid team. Writing student risk assessments and clan plans.
- To complete MIDAS Training in order to drive the attendance Vehicle. (Please note a manual licence is required).
- Telephone parents / carers where appropriate and home visits where appropriate. Update onto CPOMS or IT systems.
- Attend meetings with the pastoral team to provide attendance input.
- Attending all parents' evenings. Make appointments for parents / students.
- Transition (when appropriate) Support on Year 6 transition events where required.
- Primary school visits to Year 6 students with an attendance focus.
- Support the transfer of information to Post 16 destinations with necessary details related to attendance and behaviour.

Generic Staff Requirements:

- Uphold the professional standards of dress, behaviour, attitudes and team spirit, which will ensure the Leeds West Academy is a pleasant, positive place to learn and work.
 - Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
 - Adhere to the principles expressed in the aims of the academy and its mission statement.
 - Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
 - Be a positive, collaborative team member.
 - Apply Academy policies in all aspects of the role.
 - Complete morning, break, lunch and after school duties as required by the Principal.
 - Keep up to date with all aspects of the safeguarding policies and guidance.
 - Promote equality, diversity and inclusion and demonstrate this within the role.
 - Be jointly responsible for promoting and safeguarding the welfare of students.
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Equal Opportunities:

- Promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- Promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a growing Academy, which requires flexibility in all of its employees.

This job description is current at the date shown but may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principal of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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