



January 2018  
Dear Applicant

**Twickenham School – Attendance & Welfare Officer**  
**36 hours a week term time only (39 weeks)**  
**NJC Scale 5 point 22-25 £22,506 (pro rata £19,246)-£24,510 (£20,960)**

Thank you for your interest in the above post based at Twickenham School. This pack includes the job description and person specification

We will use the person specification as the basis for selection for interview.

I hope you will decide to apply. Please submit your application form addressed to the Headteacher, Ms Assal Ruse by e-mail to: [jobs@twickenhamschool.org.uk](mailto:jobs@twickenhamschool.org.uk). In case of difficulty downloading the application form or information pack, please send an email to [jobs@twickenhamschool.org.uk](mailto:jobs@twickenhamschool.org.uk).

**Closing date:** Monday 5<sup>th</sup> February 12 noon. Interview: w/b 5<sup>th</sup> February

The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit the school for a tour and informal discussion please contact the HR Manager on 020 8894 4503 or email to [jobs@twickenhamSchool.org.uk](mailto:jobs@twickenhamSchool.org.uk).

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely  
Assal Ruse  
Headteacher



## **Attendance and Welfare Officer Job Description – Twickenham School**

**JOB TITLE:**               **Attendance and Student Welfare Officer**  
**36 hours a week term time only (39 weeks)**  
**NJC Scale 5 point 22-25 £22,506 (pro rata £19,246)-£24,510 (£20,960)**

**RESPONSIBLE TO:**       **Assistant Headteacher**

### **JOB PURPOSE:**

To contribute to, and support the school in, raising achievement by improving school attendance.

To monitor student attendance and produce statistics and reports for tracking purposes.

To identify students of concern and liaise with Form Tutors, Heads of Year, Senior Leadership Team and Educational Welfare Officer.

### **SPECIFIC RESPONSIBILITIES:**

- Monitor and track student attendance in order to improve attendance and meet the school's attendance targets.
- Meet with students of concern to discuss the importance of regular school attendance.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
- To record late arrivals and update registers accordingly, and prepare daily and other summary information as required.
- To work with teaching staff to ensure the accurate and timely completion of registration marks to ensure compliance with our statutory responsibility.
- To enter and maintain attendance and punctuality data on a daily basis using the SIMS Lesson Monitor system.
- To identify students who are absent and contact families on the day.
- To record and track students who are late and co-ordinate late sanctions, including detention lists and follow up lists.



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- Produce weekly attendance reports for Leadership team, Head of Year and Form Tutors. Maintain attendance tracker and provide information for Leadership team, Heads of Year and Form Tutors.
- Raise concerns with Senior Leadership team, Heads of Year and Form Tutors when identified.
- Manage the automated first day absence system.
- As concern level is reached inform families in accordance with school procedures and ensure all information is recorded accurately on student record.
- Have regular contact with Education Welfare Officer and refer students who are not meeting attendance targets
- Produce attendance and punctuality reports as required by the school, for Governor Meetings, LT, and HoYs, LEA half termly monitoring and DFES half termly and annual monitoring.
- Maintain record of school attendance statistics and LEA targets for comparison purposes.
- To provide attendance and late statistics for individual reports to be sent with annual student reports.
- Identify students with 100% attendance and punctuality and provide lists for reward purposes.
- Working with HoYs and line manager to send the various staged attendance letter to families
- Work with new and supply staff to ensure that the school system of registration is adhered to.
- Establish and manage school incentive systems in relation to attendance and punctuality.
- To collect students from home if necessary.
- To co-ordinate and organise specific intervention and support around individual students and groups, with various levels of need, liaising with all who are or could be in contact with students.
- To liaise with external agencies as appropriate.
- Visit homes of students where appropriate and following school guidelines ➤ Ensure that student information is logged and/or filed efficiently.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Attend and participate in meetings as required.
- Undertake other duties as required in line with overall grading and purpose of the job.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with staff and students.



## General

- To support and promote the values and ethos of Twickenham School
- To undertake such training as may be required
- To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school
- To work in accordance with the School's Health and Safety Policies and Procedure
- Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Business Manager from time to time to meet the needs of the service.
- Undertake other duties as required in line with overall grading and purpose of the job.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.



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### **Attendance and Welfare Officer Personal Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
Level 2 standard of education or equivalent.	/		
Excellent numeracy and literacy skills	/		
<b>Experience/Knowledge</b>			
Knowledge of school computerised data systems (SIMS or similar)		/	
Experience of working face to face with secondary age students.		/	
Knowledge of relevant policies/codes of practice and awareness of legislation i.e. safeguarding and equal opportunities.	/		
An understanding of the issues affecting truancy and non-school attendance	/		
Demonstrate knowledge of attendance regulations	/		
Demonstrate an understanding of issues that may affect a student's ability to attend school	/		
<b>Skills &amp; Abilities</b>			
Excellent interpersonal and communication skills	/		
Excellent administrative skills	/		
Excellent ICT skills	/		
Proficient in all MS office applications.	/		
Excellent organisational skills, particularly concerning data handling and the maintenance of records	/		
Ability to work as part of a team	/		
Ability to manage own tasks through to completion	/		
Ability to work under pressure and manage time effectively	/		
Ability to use own initiative within the parameters of the job description	/		
Ability to maintain an orderly working environment but be flexible to cope with interruptions and changing priorities	/		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	/		



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Ability to persuade and negotiate as well as good interpersonal/ communication skills	/		
Demonstrate an ability to cope with stressful / conflict situations	/		
Ability to manage difficult conversations with parents	/		