

## **Attendance and Welfare officer**

### **JOB DESCRIPTION**

**Reporting to: Assistant Head**

#### **Key Purpose of Role**

To improve school attendance through the effective working with students, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact. The post will involve visits to schools, students' homes and meetings held at different venues.

#### **Duties and Responsibilities**

- To plan and deliver a strategy and interventions to improve the attendance of cohorts and sub groups in conjunction with school leaders and pastoral staff
- To take supportive/remedial action in respect of individual absentees to secure their regular outstanding attendance at school or other education provision; this may include leading School Attendance Meetings, Home Visits, making telephone or written contact with Parents/Carers
- To work closely with school Attendance Leaders to ensure robust implementation of a graduated response to challenge school absence, including caseload preparation in advance of statutory work undertaken by the Local Authority or external visitors
- To facilitate the educational partnership between home, community and Local Authority, by support, liaison and negotiation and where conflict arises to give paramount consideration to the interests of the child.
- To provide advice and support to parents, Students and Pastoral staff in order to ensure effective interventions are in place to improve attendance of cohorts and individuals
- To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues and external agencies in relation both to individual cases and aspects of children's general welfare. This may include completion of Early Help Records and attendance at Team Around a Child meetings
- To be a named Child Protection officer and carry out safeguarding responsibilities in line with those of a Deputy DSL.
- Check student am/pm attendance on a daily basis and discuss any issues to pastoral staff.
- Chase incomplete or inaccurate registers- contacting staff to ensure their completion
- Telephone parents of absent students who have been identified from data analysis  
To contribute pro-actively and with a preventative emphasis to relevant areas of school policy
- Coordinate the collation of reasons for absence – email and telephone systems
- Liaise with external agencies to ensure appropriate action is taken

- Attend and hold meetings with Pastoral Staff regarding students' attendance
- Input/amend attendance data
- Deal with enquiries from parents
- Complete any forms/paperwork in connection with attendance including Penalty notices
- Produce attendance letters/reports/analyses for the pastoral team as requested
- Complete home visits in order to support the return to school of students
- Be the point of contact for The County Attendance Team
- Complete daily DfE returns as requested
- Devise and carry out interventions with students and families to improve attendance using a research based approach
- Inputting, creating, manipulating and analysing data using a variety of systems for example: SIMS; Excel. (Training will be provided).
- The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

### **Safeguarding**

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

*(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).*

*John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.*

*All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.*

**For all staff** – You have specific responsibilities under Health & Safety legislation to ensure that you:

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do.*
- *Co-operate on all issues involving health and safety.*
- *Use work items provided for you correctly, in accordance with training and instructions.*
- *Do not interfere with or misuse anything provided for your health, safety or welfare.*
- *Report any health and safety concerns to your line manager as soon as practicable*

**Hours:** 37 per week. (Monday to Thursday 8.00 a.m. to 4.00 p.m. and Friday 8.00 a.m. to 3.30 p.m.). Term-time plus two INSET days in September.

**Grade:** 10

Your contract of employment is directly with The Abingdon Learning Trust Multi Academy Trust. Your main place of work will be John Mason School but you may be deployed to work at any school within The Abingdon Learning Trust Multi Academy Trust ("the Trust") and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):



## PERSON SPECIFICATION

<b>Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
1.	Educated to NVQ level 3 / 4 or equivalent	✓	
2.	The ability to write a good standard of literacy to include excellent report writing skills	✓	
3.	A relevant degree		✓
4.	A professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification	✓	
5.	Driver's License and access to a vehicle	✓	

<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>
6.	At least one year's related experience of work within a school attendance related service		✓
7.	Working with children, young people, parents and families within an educational context	✓	
8.	Working as part of a team, as well as on your own initiative	✓	
9.	Working with professionals from other agencies and in multi agency context	✓	
10.	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	✓	

<b>Knowledge</b>		<b>Essential</b>	<b>Desirable</b>
11.	School systems and an understanding of the issues affecting truancy and non-school attendance	✓	
12.	Demonstrate and understanding of issues linked to confidentiality	✓	
13.	Demonstrate knowledge of attendance regulations	✓	
14.	Demonstrate an understanding of issues that may affect a student's ability to attend school	✓	

<b>Skills</b>		<b>Essential</b>	<b>Desirable</b>
15.	Ability to communicate effectively both orally and in writing especially with student's parents, school staff, EWS, social workers and other professionals	✓	
16.	Ability to use IT systems effectively to produce and present reports, record information and monitor outcomes for individuals and groups	✓	
17.	Ability to persuade and negotiate as well as good interpersonal/communication skills	✓	
18.	Able to use own initiative and work alone when necessary	✓	
19.	Ability to overcome communication barriers with children and students	✓	
20.	Ability to listen effectively	✓	
21.	Ability to maintain accurate and up to date records	✓	
22.	Ability to meet tight deadlines and plan and manage own time effectively	✓	
23.	Demonstrate an ability to cope with stressful/conflict situations	✓	