Job Description for the Post of:

Attendance & Welfare Officer

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what people are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of the work means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Lead Safeguarding Officer.

Main Purpose of Job

To have responsibility for recording the attendance and punctuality of students and, working with students, staff, parents and outside agencies, to ensure high levels of punctuality from all students. To work as part of a team dealing with student welfare, safeguarding and child protection across the school.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To take responsibility for the accuracy and completion of student registers, monitoring and investigating any unexplained daily or persistent student absenteeism.
3. To engage with students, staff and parents to establish clear strategies to ensure welfare and maximise time in lessons.
4. To respond appropriately and in a timely manner to disclosures and concerns which relate to the wellbeing of a student.
5. To maintain confidentiality in relation to all work undertaken.
6. To support school systems to ensure high levels of punctuality and attendance and to ensure that school attendance requirements are met. This includes:
    - Monitoring student attendance;
    - Working with the Pastoral Team to monitor, improve and support the attendance of specific groups of students, eg Pupil Premium and SEN students;
    - Providing weekly attendance reports to pastoral staff;
    - Making home welfare visits;

- Meeting with parents to discuss attendance and punctuality concerns and look at ways to improve;
- Completing 10DN2 forms for Children Missing Education (CME);
- Monitoring students who are required to provide medical evidence and communicating with parents regarding this;
- Communicating with parents regarding statutory action;
- Communicating regularly with the Student Services Team regarding attendance;
- Preparing requests for statutory action;
- Carrying out student meetings to discuss attendance and punctuality concerns with them and liaising with pastoral tutors to meet with students who need extra support to improve their attendance and punctuality;
- Liaising with external agencies regarding the attendance of vulnerable groups, eg looked after children.

7. Monitoring and triaging CPOMS alerts and ensuring that all records are accurate and up to date.

8. To oversee the improvement of student punctuality, including taking responsibility for signing in later students up to 09:00 each morning.

9. To maintain regular communication with staff at placement colleges and alternative education establishments, monitoring the students' general progress and communicating this information to the Heads of School as appropriate.

10. To provide regular monitoring reports on punctuality and the effectiveness of sanctions to the Leadership Team and update report to Governors as required.

11. To work with the Lead Safeguarding Officer and Designated Safeguarding Lead to complete Early Help referrals.

12. To work alongside the Pastoral Team in supporting student welfare.

13. To attend Vulnerable Child meetings.

14. To signpost students to relevant support and services both internally and externally.

15. To provide first aid when required and assist with students' medical needs, training will be provided where needed.

16. To manage administrative tasks, planning, prioritising and organising work effectively and independently.

17. To be conscious of Child Protection and safeguarding matters at all times when interacting with children and their families.

18. To undertake other duties as required in line with the grade and responsibilities of the post.