



## **JOB SPECIFICATION**

### **Education, Attendance and Welfare Officer**

**Line Manager:** Vice Principal, Pastoral

**Responsible to:** Principal

**Responsible for:** Attendance Assistant/s

**Salary Range: £28,000 to £32,000 per annum**

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.*

#### **Main Areas of Responsibility**

- Line manage the Attendance Assistant/s; managing and monitoring workload, setting targets and developing strategy within the Attendance Team
- To ensure that the academy fully complies with legislation/DFE advice in relation to attendance, its link to safeguarding (such as CME) and any use of alternative provision
- To ensure that prompt, consistent and rigorous intervention with poor attendance is robust, for example quick identification of absence indicating a potential CME
- Manage the process of addressing poor attendance across the academy, organising meetings as appropriate
- Manage the process of evidence sharing and represent the academy at court where necessary
- Manage a caseload of 'at risk' students, for example where attendance falls below 90% and implement strategies to improve attendance
- Leading on pre-referral work and in liaison with the Local Authority, for example, by targeting students with 91 to 94% bracket so early intervention happens and undertaking home visits as required
- To ensure that all documentation of interventions is kept up-to-date, for example chronologies for CME
- To communicate effectively with all external agencies including possible alternative providers e.g. Special schools, LEA and other external agencies including CAMHs, Social Services, Police etc.
- To ensure effective communication/consultation as appropriate with the parents of students through phone, letter and home visits as relevant, ensuring student contracts/action plans are agreed and monitored
- Liaise with the local authority when cases of poor attendance reach the level of legal intervention
- Representing the academy at external meetings whenever needed in relation to attendance/punctuality or specific welfare needs
- Target specific parents, carers/students when punctuality is a cause for concern and needs targeted intervention
- Prepare regular reports on the quality and impact of the work of the Attendance Team and progress towards meeting the academy's attendance targets
- Liaise with the Pastoral/Safeguarding Teams to address any attendance or welfare concerns where required
- Assisting the Vice Principal in the Management and Development of attendance and punctuality policies
- Assisting to update and process attendance registers, using the school texting facility, sending letters to parents, and establishing the reason for absences including telephone calls, letters and home visits, in liaison with the Year Leaders and other staff

- Ensuring that everyone is able to carry out each other's role so in event of absence, there is reduced risk of a breakdown in continuity of support/communication with parents, carers and/or external agencies
- Ensuring the smooth operation of the computerised registration system and ensure that training is updated regularly
- Ensuring official registers are accurately maintained, checks on missing students are made and information systems are updated and accurate
- Preparing and distributing attendance and punctuality certificates as part of the Academy's reward policy
- To deal efficiently and effectively with referrals on attendance concerns from departments
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To attend all appropriate meetings and organise regular meetings with Year Leaders to review group attendance figures and action taken
- Ensuring that fire registers are updated and taken out in the event of a fire or other emergency

### **The Chalfonts Staff Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

*This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.*

**PERSON SPECIFICATION - Education, Attendance and Welfare Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<p>Degree, or equivalent</p> <p>Knowledge of attendance legislation (including CME and alternative provision)</p> <p>Knowledge of the range of barriers to learning that young people face</p> <p>Training in child protection and safeguarding procedures.</p> <p>Experience of working with challenging families, including those needing ongoing support</p>	<p>Further education qualifications in a related field</p> <p>Experience of providing high level support in a busy, learning environment</p> <p>Experience of dealing successfully with a range of issues influencing poor attendance</p>
<b>Knowledge and skills</b>	<p>Full working knowledge of relevant policies/legislation</p> <p>Ability to plan effective actions for students at risk of underachieving</p> <p>Ability to proficiently use office computer software including word processing, spreadsheet, databases and internet systems</p> <p>Ability to prepare and write reports and produce factual statistical information as required</p> <p>Excellent verbal and written communication skills to effectively communicate with a variety of stakeholders</p> <p>Ability to build and form good relationships with students, colleagues and other professionals</p>	<p>A current knowledge and understanding of appropriate education legislation and requirements, for example safer recruitment, safeguarding and exclusions</p>
<b>Personal qualities</b>	<p>Team player</p> <p>Ability to organise and prioritise own workload</p> <p>Work under pressure and to tight deadlines</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with young people and other stakeholders.</p> <p>Emotional maturity and resilience in dealing with challenging behaviours</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</p> <p>Flexible</p> <p>Meticulously accurate</p> <p>Integrity and honesty</p> <p>Commitment to self-development</p> <p>Warmth and a sense of humour</p> <p>Evidence of the stamina required to cope with the demands of the post</p>	
<b>Special Requirements</b>	<p>No adverse criminal record</p> <p>Flexibility in work pattern may be required on occasion</p> <p>Car owner or access to mobility transport</p> <p>Hold a full UK driving licence</p>	