



Job Specification

Job Title:

School Attendance and Welfare Officer

Grade: g5

Job Evaluation Code: PR1498

Reporting to:
Safeguarding Officer/SLT

Manager's Grade:
g8

Location:

High Well School, Rookhill Rd, Pontefract, WF8 2DD

Service Area:
Schools

Service Directorate: Children and Young People

Workstyle: Workplace Based

Overall Purpose of the Post:

The post holder will contribute to the implementation of the school's strategic priorities relating to positive student attendance.

The post holder will contribute to the key objective of the School Development Plan by assisting the SLT with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement, through increasing attendance rates.

In summary, the post holder will also work tirelessly to:

- Promote and monitor attendance at school.

- Record and monitor daily attendance information, ensuring checks are made on missing students, including identifying cases of unauthorised absence from school, late arrivals, and telephoning parents/carers to establish reasons for absence
- Develop school strategies to improve attendance.
- Ensure trigger points are utilised to ensure warning letters are issued to parents of students who have poor attendance.
- Deal with holiday requests in term time and ensure the correct procedures are followed.
- Reduce levels of persistent absence and reflect the policies and ethos of the school.
- Visibly work closely with school staff and external agencies including Education Welfare Service, to provide support for pupils and families to improve school attendance levels.
- Liaise with class teams on student attendance matters and administer support as required.
- Prepare regular and timely analysis of whole school trends in attendance; preparing useful information for all stakeholders.
- Regularly report to a range of stakeholders the impact of work to reduce persistent absence, including school governors and leaders.
- Conduct daily home visits when required.
- Start and maintain attendance case files and track progress of targeted students.
- Conduct and record welfare checks in line with school protocol
- Be responsible for identifying appropriate pupil reward schemes, implementing the schemes and reporting back on effectiveness
- Liaise with previous schools of pupils' transitioning to High Well, to understand and identify attendance concerns, gather accurate records of previous school attendance.
- Provide on-call duties to staff to support professional standards
- Lunch and break duties

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	Level 2 qualifications in Maths and English	Level 3 qualification
Knowledge	<p>Excellent administrative & organisational skills to undertake clerical duties including the use of spreadsheets/excel.</p> <p>Able to work accurately and complete tasks to specific deadlines, including letters regarding attendance, lateness, punctuality.</p> <p>Competent ICT skills</p> <p>Able to work with minimum supervision and on own initiative</p> <p>Able to communicate effectively and sympathetically with a range of people, including parents and pupils.</p> <p>Manage own case load of PA pupils and their families</p> <p>Good communicator, able to work with a variety of colleagues, including teachers, support staff and external agencies</p> <p>Knowledge and understanding of the wide range of services and agencies to help support Persistently Absent pupils (PA)</p> <p>Understanding the need for confidentiality and sensitivity in dealing with the public and service user information.</p>	<p>Awareness of Health and Safety Policies and Procedures specifically in relation to Offsite visits, alternative provisions and work placements.</p> <p>Awareness of Equal Opportunities.</p>
Experience	<p>Experience of working with children in an educational environment including SEN</p> <p>Experience of monitoring attendance of pupils and taking necessary steps to make improvements.</p>	

	<p>Experience of using ICT systems e.g. Microsoft.</p> <p>Experience of working with pupils and families with attendance issues and understanding the issues behind this and boost attendance.</p> <p>Experience of providing reports to SLT, Governors other stakeholders</p> <p>Experience of working using a multi-agency approach adhering to LCSB procedures and liaising with Parent Forums</p> <p>Experience of preparing, organising and facilitating meetings.</p> <p>Experience of working under pressure and to strict deadlines.</p>	
Physical Skills	Full clean driving licence and access to a vehicle	D1 driving qualification
Competencies and other skills required	<p>Good written and verbal communication skills.</p> <p>Excellent organisational skills and time management.</p> <p>Ability to work to deadlines and meet performance targets</p> <p>Ability to communicate face to face and on the telephone.</p> <p>Ability to work as part of a whole staff team.</p> <p>Ability to learn new tasks as delegated.</p> <p>Ability to analyse and report data SLT and stakeholders.</p> <p>High level interpersonal skills and customer care.</p> <p>Ability to work independently and use own initiative.</p>	

Key Outcomes/ Activities

- Prepare and maintain manual and computerised pupil records including registration, attendance and absence details.
- Liaise with the SLT/Head Teacher, Education Welfare Officer and other relevant staff in school regarding pupil absence/attendance.
- Produce and analyse statistical data as required by the SLT/ Head Teacher and other stakeholders.
- First response - Liaise with parent/carers and external bodies regarding attendance.
- To advise the school on strategies to promote the regular attendance of all pupils and assist with the implementation of the strategies.
- Meet with school staff, pupils and parents to identify individual problems and possible solutions.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the school is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To use school MIS to analyse data and produce reports to SLT, Head Teacher, GB, WDH and other professionals on the impact of the work to reduce PA.
- To support staff in KS4 and work with external agencies to ensure PA pupils in Year 11 have secured employment, education or training post 16.
- To be responsible for sourcing Alternative Provision or work placement opportunities for pupils who are persistently absent as a means to improve attendance.
- To ensure that Local Education Policy and School Policy relating to Alternative Provision and Work Placements is implemented at all times.
- To liaise with feeder and transfer schools including their EWO to identify PA pupils on arrival and provide timely support to improve attendance.
- Liaise with home to school transport for pupils including taxi arrangements and support with independent travel training.
- To maintain appropriate case records that can be used in any future legal proceedings.
- Contacting parents of persistently absent pupils about attendance issues; including phone calls, home visits and meetings. Reporting outcomes and advising parents.

- To contribute to the development and implementation of policies related to attendance issues
- To motivate persistently absent pupils and non-compliant parents/carers including a multi-agency approach and challenge pupils and parents who are failing to use the support given.
- To refer persistent absent pupils and parents/carers to EWS who are failing to use the support given.
- Organising and attending meetings with parents to review Attendance.
- Mentoring specific pupils, helping them to improve attendance.
- Identify, refer and track vulnerable pupils in partnership with other professionals.
- To support pupils' attendance to exams including collecting from home where possible to ensure good attendance.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

- No line management responsibility

Financial:

- No direct responsibility for budgets

Physical:

- Limited responsibility for furniture, equipment and materials used to support the provision of an effective service

Customers and Clients:

- Providing general information, advice and guidance on established internal school procedures

Working Conditions:

The School meets the needs of Wakefield's most complex, vulnerable and disaffected young people with severe emotional, social and behaviour issues. This can result in challenging and confrontational behaviour within school and in the home environment.

The post involves contact with people which through their circumstances or behaviour regularly places emotional demands on post holder.

Characteristics of the post:

Primarily school based but with some lone working including home visits within the Wakefield District. Use of own vehicle is required with occasion expectation of transporting pupils.

The ability to regularly attend meetings as required by the SLT/ Head teacher

Employees are encouraged to participate in training activities in order to enhance their own personal development and be an effective part of the staff team.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Date completed: