

School Attendance and Welfare Officer

Post title	School Attendance and Welfare Officer
Location	High Well School Rookhill Road Pontefract West Yorkshire WF8 2DD
Salary & Grade	Grade 5, SCP 7-11 (£20,444 - £22,129 FTE, actual will be pro rata)
Hours (please indicate if term time)	37 hours per week, term time only plus 5 INSET (195 Days)

High Well School is a Special School which caters 10-16-year olds with an Education Health & Care Plan for severe and profound social, emotional and mental health needs as well as other learning difficulties. The School meets the needs of some of Wakefield's most complex and vulnerable young people. We are a growing school having recently extended our offer to include primary provision from September 2021.

Our excellent teams endeavour to provide a nurturing environment with personalised support and specialist teaching to enable all pupils to re-engage in learning, develop their social and emotional skills and leave with not only appropriate qualifications but the skills required to succeed in life after school. This is reflected in our vision of *'Preparing for Positive Futures'*.

High Well School are looking to recruit an outstanding School Attendance and Welfare Officer who will join us on a permanent basis. The post holder will contribute to the implementation of the school's strategic priorities relating to positive student attendance and 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.

As our new School Attendance and Welfare Officer you 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.*
- *Conduct daily home visits when required.*
- *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*

The successful person will receive a tailored induction training programme and have the opportunity to work in a highly supportive working environment.

Ofsted rated High Well School as a good school at our last inspection.

Application Information:

For further information about this post or to arrange a school visit, please contact the school's HR Manager, Michael Davis by emailing HRManager@highwell.org.uk in the first instance.

An application pack is available from the school website, the school website. **Completed application forms** must be sent directly to the school by emailing them to HRManager@highwell.org.uk before the closing date for this post.

We thank all applicants to the post in advance and ask you to note that unless you have been invited to interview within 2 weeks of the closing date, you can assume that on this occasion your application was unsuccessful.

Closing date: Wednesday 11th May 2022 at 8 am

Interview Date: Likely to be 20th May 2022

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

Media:

Insertion Date(s):

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