
Attendance and Welfare Officer

Responsible to: Assistant Headteacher/ Director of Student Standards

OVERALL PURPOSE OF THE POST

To secure the beneficial and regular attendance of all students of the academy, by leading the wider attendance team and taking ownership of aspects of academy strategy including supporting students and families, whilst working closely with other agencies. Where necessary carrying out the statutory duty of legal action, to maintain high student attendance levels, improve punctuality and reduce unauthorised absence at the academy and across the Multi Academy Trust.

MAIN DUTIES

Monitoring of Attendance

- To maintain the accuracy of the academy's attendance tracker and all relevant attendance data in liaison with the senior leader with responsibility and the trust Director for Data.
- To monitor cohort performance and drive necessary interventions.
- To check the attendance and absence marks daily and ensure the completion of all administrative duties undertaken by the attendance team.
- Scrutinise and analyse absence code entries.
- Regularly check the data on the system for omissions and errors and update as necessary.
- Ensure the effective completion of academy registration in line with publicised policy.
- Analyse absence data from each teaching session on Bromcom, identifying unexplained absences and checking home call records.
- To meet with the Attendance Team and the Attendance Senior Leader on a regular basis to review individual student's attendance and progress towards whole school and year group targets.
- Monitor and report on progress against academy attendance targets on a daily, weekly, termly and annual basis including submissions to the Senior Leadership Team, advisory boards and local authority.
- Ensure compliance with statutory requirements under the Attendance Code of Practice and Department for Education (DFE) guidelines.
- To liaise with families, academy staff and other agencies on attendance and welfare related issues.
- Maintain an up to date working knowledge of changes in legislation and ensure academy policies and practices are updated and are well publicised.
- Maintain Child missing from Education (CME) / Elective Home Education (EHE) records and make appropriate referrals and monitoring procedures to ensure safeguarding protocols are met.

Leading interventions

- To support the senior leader with responsibility for attendance with:
 - The review and evaluation of the Attendance and Punctuality policy.
 - Development of whole school strategies to improve attendance at the academy.

- To take a lead on all home visits for persistent absentee's and those at risk of PA and assist with first day calls, where needed. Often directing the work of others to ensure that all home visits take place to ensure that every child attends.
- Attend weekly strategy attendance team meetings and occasions, in the absence of senior staff, chair: prepare relevant documentation and feedback on intervention.
- To support the Pastoral Team, instigating and delivering strategies to target improvements in attendance for students recognised as being at particular risk of poor attendance and exclusion.
- To initiate appropriate legal action with Local Authority to ensure the academy is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or requesting the issuing of penalty notice fines or other legal sanctions.
- To conduct attendance meetings with parents/carers and students in line with the academy and Local Authority guidance.
- To administer and monitor initiatives to improve attendance as required. For example, fast track, parenting contracts, parenting orders, penalty notices etc.
- To ensure the administering of the appropriate letters for attendance, taking a lead on chairing meetings with parents at letter 2/3.
- To undertake and keep accurate up to date records of all casework and conduct home visits and ensure meticulous records of actions and outcomes are kept.
- To provide information and advice to Pastoral Leaders on individual casework and attendance patterns of identified students.
- Prepare attendance data for display and keep up to date displays around the academy.
- Generate half termly rewards and celebration activities for good attendance across the academy.
- Ensure Attendance Officers generate and distribute attendance intervention letters.
- To develop and support resources as identified in line with policy requirements.
- To comply with policies and procedures relating to child protection and safeguarding.
- Attend and send reports to initial child protection conferences, reviews and core group meetings for children on the attendance cohort.
- To aid the smooth integration of in year student transfers under the academy Admissions policy.
- Uphold the professional standards expected of every member of the academy's staff in all dealings with colleagues, students, parents/carers and the wider community.
- To ensure that parents are aware of their responsibilities in relation to exclusion from school and to use reintegration strategies for all children out of school.
- To assist families in ensuring that barriers are removed so that children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques including:
 - Early Help assessment framework
 - Individual and family support work
 - Parenting skills development
 - Sign-posting to other services / agencies
 - Organising bus passes
 - Ordering and supplying uniform
 - To advise and formulate access for families to other support services including Elective home education, where directed.
 - To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people.
 - To take responsibility for managing personal case-loads, and cases in relation to attendance.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home, students, teacher and academy work and to keep confidences as appropriate.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the academy, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Academy procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Academy/Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Academy/Trust's Equality and Diversity Policy, and the postholder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Academy/Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Academy/Trust's mission and strategic objectives and to demonstrate its values through their behaviour.

Attendance and Welfare Officer

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience	<ul style="list-style-type: none"> Significant experience of work within a school attendance related role. Working with children and families preferably within an educational context. Working with professionals from other agencies and in a multi- agency context. Using IT systems to compile reports as well as analysing data for monitoring purposes. 	<ul style="list-style-type: none"> Experience of working with primary or secondary age students. Experience of working with students with special needs. Understanding of the roles of other agencies. Ability to contribute to the development of the department.
Education and Training	<ul style="list-style-type: none"> Possess literacy and numeracy qualification at GCSE grade C or above or equivalent. Clean driving license and access to a vehicle. 	
Special Skills and Knowledge	<ul style="list-style-type: none"> School systems and an understanding of the issues affecting truancy and non- attendance. Awareness of child protection issues. Knowledge of attendance regulations. Ability to work under pressure and to deadlines. Excellent organisational and time management skills. Ability to work independently and use initiative but also able to work constructively as part of a team. Ability to function under pressure, establish priorities and work to strict deadlines. Ability to communicate effectively both orally and in writing especially with the Headteacher other Senior Leaders, Pastoral Leaders, Education Welfare workers and other professionals. Ability to communicate effectively with students and their families. Ability and a commitment to work flexibly and to respond to unplanned situations Equalities and Diversity and an understanding of issues faced by vulnerable children and their families. 	<ul style="list-style-type: none"> A commitment to working in partnership with parents and other agencies. Knowledge of child protection
Personal Skills and Qualities	<ul style="list-style-type: none"> Strong oral communication skills with a wide variety of audiences. Good interpersonal skills - ability to deal effectively with a wide range of people at all levels. 	<ul style="list-style-type: none"> Strong written communication skills with a wide variety of audiences.

	<ul style="list-style-type: none"> • Discrete and sympathetic when dealing with sensitive and confidential matters. • Flexible and able to adapt to change. • Calm and able to handle difficult situations. • Can inspire and motivate others to deliver their full potential and achieve goals. • Demonstrates honesty and integrity. 	
Additional Factors	<ul style="list-style-type: none"> • Willingness to undertake a variety of tasks. • Satisfactory enhanced criminal records disclosure. • Equality and Diversity - demonstrate fairness and respect in managing own behaviour and the behaviour of others. • Commitment to equal opportunities. 	