

JOB DESCRIPTION

SOUTH CHINGFORD FOUNDATION SCHOOL

JOB TITLE:	Attendance and Student Welfare Officer
RESPONSIBLE TO:	Assistant Principal
RESPONSIBLE FOR:	None
GRADE/PAY RANGE:	Scale 5 (spinal points 12 - 16)
HOURS:	25 hours per week x 45.05 - weeks per year (45.87 after 5 years' continuous service) Monday to Friday 8:30am to 1:30pm
KEY CONTACTS:	Internal: Staff/Pupils; External: Statutory Agencies

1. Purpose

Under the overall direction of the Assistant Principal, and in accordance with the practices and procedures of the Trust, the Attendance and Student Welfare Officer will:

- provide effective managing of attendance and maintain the welfare and pastoral support of students
- support the school in all matters relating to attendance, student welfare, and behaviour and child protection issues
- extensive involvement with senior staff and with parents

The attendance and student welfare officer will be a central part of the attendance and pastoral teams working closely with senior leaders and external agencies to support students and parents of the CAT. This role will also undertake analysis of attendance trends, patterns, monitoring and reporting.

2. Main Duties and Responsibilities

The attendance and student welfare officer is responsible for:

- To follow up lack of response to first day and persistence absence, referring any welfare concerns through the appropriate route
- To support attendance, integration or reintegration of students

- To monitoring the attendance of all pupils and implementing strategies to improve attendance and punctuality to meet school targets so that pupils' attainment improves
- To support the school/Trust in the implementation of the Attendance Policy and procedures
- To ensuring the students welfare needs are met so that students feel safe and secure both within school and at home
- To conduct welfare checks as required, maintaining appropriate records, preparing assessments and reports and statistics as directed
- To establishing and maintaining positive links between the school and parents / carers in parenting or eliciting outside support for them to do so
- To establish and coordinate links with a variety of external agencies to support pupils with serious behavioural, emotional or child protection needs
- To liaise with parents and alternative educational provision services to ensure the educational and pastoral needs are met of pupils with specific needs
- To contact and work with parents / carers and the school pastoral team to address on-going concerns regarding their child's absence, lateness and truancy. Evaluate the impact of interventions and put in place actions to address further concerns.
- To set and monitor targets for attendance and punctuality in relation to school context and national expectations with the Assistant Principal
- To put in place daily provision for pupils such as delivering assemblies/late gate duty in order to improve attendance, punctuality or support them with specific welfare needs
- To analyse and update the line manager and the pastoral teams, regularly on the schools performance in relation to attendance, punctuality and exclusion targets
- To arrange and complete home based visits where necessary for attendance concerns
- To prepare details for legal cases in conjunction with external partners e.g. London Borough of Waltham Forest EWO service
- To make home visits to discuss with parents / carers support strategies designed to encourage and develop appropriate behaviour in a variety of settings
- To assess pupils individual needs, often with parental support, to consider and implement the best possible support to address any concerns, liaising with and making referrals to external agencies where required
- To prepare and present information and recommendations regarding pupils educational and pastoral needs to an internal school behaviour and attendance group
- In conjunction with senior leaders and the pastoral team, prepare support plans for individual students following recommendations at the internal behaviour and attendance meetings
- To participate in the evaluation and review of the agreed support plan for pupils, ensuring any follow up actions are implemented
- To make referrals and liaise regularly with Social Services regarding child protection matters, organising and attending PEP, and core group meetings, attending child protection meetings and feeding back regarding pupil educational needs
- To plan and deliver a range of practical school-based workshops for parents / carers to support them with parenting skills, analysing the impact of such support
- To discuss with parents' pupils educational needs, advise and support them in selecting appropriate alternative courses for pupils

- To organise placements, liaise with and visit external education providers regarding pupil attendance, behaviour and academic progress, working directly with the providers, school liaison, parents / carers and pupils to address any issues, evaluating the success of such interventions
- To administer Fixed Term Penalty Notices as required
- To provide senior leaders with appropriate reports upon request
- To provide support for assisting students who are exhibiting difficult, aggressive and distressing behaviour
- To maintain accurate records of all actions taken in relation to improving students' attendance, referring register issues including missing marks or unexplained absences to support maintenance of an accurate system
- To be an advocate for students and their families, working in partnership with colleagues and agencies to develop solutions to absence, attendance or related welfare issues

3. Other Duties

- To undertake typing, word processing, photocopying, filing and IT based tasks
- To provide administrative and organisational support to other staff
- To take minutes as and when required
- To administer first aid as and when required

4. Working Conditions

- Evening work will be required from time to time to support events for which flexibility in working hours is essential
- Work across the Trust if required

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust.
2. Take responsibility for own professional development, continually keep updated about new initiatives.
3. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
4. To be committed to, and comply with, all school policies.
5. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
6. To participate in appraisals annually in line with school policy.

7. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
8. To develop constructive relations (both internal and external), striving for excellence in stakeholders' satisfaction
9. To work effectively and successfully in your team within school.

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Post Holder

Signature Date