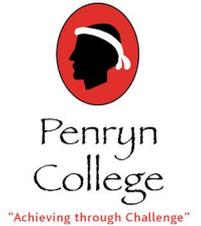


Job Description

Attendance and Education Welfare Officer



Post:

Attendance and Education Welfare Officer

Direct Supervisory Responsibility for:

None.

Indirect Supervisory Responsibility for:

None.

Important Functional Relationships:

Internal: Headteacher, SLT Team, Head of Key Stages, Safeguarding Officer, EST Team, HOY, SENCo, Teachers, Data Team, Admin Team, Pupils.

External: Headteachers from Partnership Schools, Parents, County Education Welfare Team, Social Services staff, Special Education and Child & Family Services, Virtual School Personal Advisers, School Medical Officers, General Practitioners, Youth Service, Health Visitors, Police and Probation Services, Youth Offending Team, NSPCC and Voluntary Agencies, Governors.

Main Purpose of Job:

To provide a professional service to identify and assess the needs of children where there is concern in relation to school attendance, behaviour, achievement and their general welfare.

Oversee and follow the legal processes to challenge unacceptable levels of absences at Penryn College, completing relevant paperwork accordingly.

To lead the attendance team, comprising of attendance officer and administrator ensuring effective deployment of the team to meet KPIs outlined in the School Improvement Plan.

To be responsible for the administration and tracking of attendance, and facilitating support programs to address attendance problems.

Duties and Responsibilities:

- To maintain a range of school records and data relating to pupil attendance records. To respond to requests for such data from senior leaders, SENCO's, EST Manager and assist in the interpretation of such data and information, ensuring confidentiality.
- To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system and coordinate weekly / annual reports.
- Lead the attendance officers to effectively manage pupils' arriving late to school or not attending school and be part of a graduated response to poor attendance promoting good attendance to all stakeholders.
- To provide and signpost welfare support to children and schools with specific reference to investigating matters affecting school attendance of children. Duties will involve advising children and parents on attendance matters as required and encouraging good home / school relationships which may involve referring to additional agencies.
- To take the lead in consulting with other agencies in accordance with guidelines and work as appropriate with children who may be at risk of abuse.
- To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.
- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
- To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of the Senior Leadership Team.
- To offer support to students as requested by individuals or where there are concerns for a student's wellbeing in order to identify underlying issues affecting students' attendance, and to pass on information to parents and members of the pastoral team as appropriate and in accordance with the school's pastoral and safeguarding policies and procedures.
- To undertake regular communications with the Senior Leadership team, teachers, SENCOs, Teaching Assistants and other staff working with pupils with poor attendance so as to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

Person Specification

Attendance and Education Welfare Officer



Penryn
College

"Achieving through Challenge"

Attributes	Essential	Desirable	How Identified
<p>Relevant Experience</p>	<p>Practical experience of word processing, excel, email and other office electronic applications.</p> <p>Minimum of 1 year's practical experience of working in an office environment.</p>	<p>Experience of SIMS software - in particular the attendance model and the Optical Mark Reader.</p> <p>Experience working within a school/college environment.</p>	<p>Application Form</p> <p>Interview</p>
<p>Education and Training</p>	<p>Attainment of GCSEs in Maths and English.</p> <p>First Aid Trained (or happy to undertake the training).</p>	<p>Knowledge of outside agencies available to schools</p> <p>Attainment of NVQ level 3 qualification in learning & mentoring (or a related field).</p>	<p>Application Form</p>
<p>Special Knowledge and Skills</p>	<p>Communication skills.</p> <p>Organisational skills.</p> <p>IT skills.</p>	<p>Knowledge & understanding of the responsibilities of Teaching Assistants.</p>	<p>Interview</p>
<p>Any Additional Factors</p>	<p>Ability to produce accurate information based on accurate data input.</p> <p>Professional, tactful & sensitive.</p> <p>Discreet & confidential.</p> <p>Ability to work on own initiative and within a team.</p> <p>Acceptance of different attitudes, willingness to work with children and young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Able to communicate with people of all ages, abilities and attitudes</p>	<p>Interview</p>