



JOB DESCRIPTION

JOB TITLE: ATTENDANCE & WELFARE OFFICER **WPAT GRADE: 8**

REPORTS TO: ASSISTANT HEADTEACHER (STANDARDS)

WORKING WITH: STAFF/STUDENTS/PARENTS/EXTERNAL AGENCIES

DEPARTMENT: PASTORAL

Job purpose:

Under the guidance of senior staff; be responsible for improving academy attendance and absence, family liaison/support and leading co-ordinated support.

Main Responsibilities:

- Work with the parents to help them understand and fulfil their legal responsibilities in relation to academy attendance.
- Ensure that the Academy's Emotional Based School Avoidance (EBSA) protocol is followed by key stakeholders.
- Assist in the development of a partnership between the home and academy.
- Support the academy in fulfilling its statutory duties in relation to attendance and be capable of instigating legal action following appropriate protocols.
- Work with academy colleagues and other agencies to reduce persistent absence, improve social/educational inclusion, and behaviour.
- To monitor whole academy attendance data and advise key staff of trends, concerns and referrals.
- Undertake duties commensurate with the Safeguarding agenda for children including representing the academy at Child Protection meetings and conferences in order to contribute to quorate decision making.
- To refer cases to the Academy's Designated Safeguarding Lead as appropriate.
- Lead the coordination of any holiday requests across the academy.
- Work to the demands of the post and meet deadlines.

- Handle sensitive information in line with Academy policies.
- Work closely under the instruction of the Assistant Headteacher (Standards)
- Deputise for Pastoral Support Officers when staff absence dictates.

Key Tasks:

- Ensure all registers are completed within a timely manner and according to academy policy by all staff and hold them to account if not.
- Ensure all student absence is accounted for through communication with parents of other professional colleagues within a timely manner and according to academy policy.
- Meet parents and pupils (regular and unannounced home visits are an essential task of the job) to agree action to reduce absence and improve attendance.
- Attend meetings, contribute to Single Assessment and represent the Academy at Team Around the Child meetings.
- Undertake the duties of Lead Professional as required.
- Monitor and record the outcomes of planning with parents/pupils to improve attendance, maintain efficient and contemporaneous notes and records.
- Maintain electronic casework records, for example CPOMS, and paper files.
- Be able to produce and interpret various data for maximum impact on raising levels of attendance.
- Be computer literate and able to use various applications and software.
- Take appropriate and legal action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence.
- Undertake investigations commensurate with the Police and Criminal Evidence Act 1984 and the Codes of Practice thereto, and provide the best evidence as necessary for court action.
- Give advice and support the Academy on policies/procedures/strategies in relation to the whole Academy approach of managing attendance.
- Monitor the effectiveness of the Academy policies/procedures/strategies in relation to a whole Academy approach to managing attendance.
- Report on the effectiveness of Academy policies/procedures/strategies in relation to whole Academy attendance and inclusion.
- Undertake attendance/registration inspection and whole academy audits
- Work with agencies within and outside Children's Services to ensure a co-ordinated approach to improving academy attendance and alternative provision, in order to support optimal attainment by pupils.
- Car ownership is essential in order to conduct home visits alongside another colleague.

FLEXIBILITY STATEMENT

The list of duties in this job description should not be regarded as exclusive or exhaustive. The academy environment is a dynamic one and changes in working practices occur on a regular basis, the candidate should be resilient to change and show a willingness to adopt and champion new practices. As a term of your employment you may be required to

undertake various other duties as may reasonably be required and are commensurate with the level of the post holder.

Your duties are set out in the above job description, but please note that Warden Park Academy and Sussex Learning Trust maintains the right to update your job description from time to time, to reflect changes as outlined above and also to your role. You will be consulted about any proposed changes.

Confidentiality:

The Attendance & Welfare Officer is required to respect the confidentiality of all matters relating to the Trust and Warden Park students and staff.

THIS POST IS SUBJECT TO AN ENHANCED DBS CHECK

SIGNED:

Date: