



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Attendance & Welfare Officer
Post Holder:	
Responsible to:	Principal / Director of Finance & Operations
Line Manager:	Senior Assistant Principal: Student Engagement
Pay scale:	NJC Scale Point 12 to 17
Hours / Weeks:	37 hours per week 39 weeks per year (term time plus 1 week)

JOB PURPOSE:

- To promote excellent attendance and reach academy attendance targets
- To take responsibility for the day to day operation of student attendance matters at the academy
- To promote and adhere to the academy's attendance policy for students
- To support the Leadership Team with the tracking and monitoring of attendance, identifying early opportunities for intervention and proactively seeking appropriate support for students as required

Key Responsibilities

- Day to day operation of the student attendance and punctuality matters at the academy ensuring accurate information is recorded using the SIMS system
- Oversee the daily use of Truancy Call and provide a variety of reports to appropriate stakeholders on a regular basis
- Play a key role in ensuring whole school attendance figures rise, and figures for the amount of Persistent Absence at the academy fall
- Engage with a range of students who have attendance issues, identifying any barriers to excellent attendance and communicate with the pastoral team and parents accordingly
- Liaise closely with the Learning Zone Receptionist regarding attendance and punctuality matters, delegating administrative tasks as required
- Make timely referrals to external agencies and regularly follow up on cases

Main Duties & Tasks

- Ensure student attendance data is recorded accurately and kept up to date on the SIMS system and take a lead role in monitoring and implementing the Academy's systems for reducing persistent absence
- Ensure all teachers' registers are taken at the correct time of the day and that all registers are taken for each lesson
- Use Truancy Call daily as an aid to ensure all parents are notified immediately of student absence
- Produce am/pm registers for all classes in the event of a fire or fire drill
- Support Directors of Key Stage, HOY & the Leadership Team to implement a system of rewards for excellent attendance
- Maintain student files, ensuring that all files are handled in compliance with data protection regulations
- Ensure new Y7 intake files are received and stored accordingly

- Liaise with the Learning Zone Receptionist and delegate administrative attendance and punctuality tasks as required
- Ensure that all unexplained absences are accounted for

Monitoring & Evaluating Attendance

- Produce appropriate reports on a daily, weekly and termly basis to analyse the attendance of disadvantaged students, SEN, ethnicity, gender and look after children
- Monitor the attendance of vulnerable students daily and immediately inform the DSL or a member of the Leadership team if any concerns arise
- Monitor regular truants, taking action to reduce truancy and improve attendance
- Produce accurate attendance and persistent absence figures for Census collection
- Report weekly attendance information to HOY, Directors of Key Stage and the Leadership Team to ensure appropriate action is taken to improve attendance
- Support HOY, Directors of Key Stage and Form Tutors to take appropriate action to improve the attendance of individuals or groups of students as required, to ensure that non-attendance is quickly challenged and tackled
- To attendance, support and partake in the administration and organisation of pastoral team meetings and implement agreed strategies relating to student attendance

Working with Parents, Carers and External Agencies

- Meet with parents where appropriate/necessary to express concerns
- Work closely with the DSL, Welfare Support Officer, the Leadership Team, parents and NCC to identify attendance concerns and implement strategies to improve attendance
- Meet with parents where appropriate/necessary to express concerns
- Coordinate strategies to improve attendance and ensure that all stakeholders are aware of the approach
- Undertake home visits in consultation with the DSL
- Work with external agencies to improve attendance
- Ensure text messages are sent out to parents at the direction of the Leadership team
- Monitor the welfare of students arising through issues with poor attendance and in liaison with the pastoral team, implement strategies to support and reintegrate students into full time education
- Ensure accurate records are kept of all communication with parents, both written and verbal

Student Welfare

- To support the Senior DSL
- Be alert to the signs and symptoms of abuse
- Receive disclosure of abuse from students, or information regarding suspicion of abuse from other members of staff
- Meet with parents where appropriate/necessary to express concerns
- Make appropriate referrals about actual or suspected abuse
- Inform parents/carers of the above where appropriate
- Liaise with Social Care as needed
- Attend and contribute to child protection case conferences as needed
- Monitor students subject to referrals or on the 'at risk' register and provide ongoing support
- Attend training sessions where appropriate
- Complete and submit EHAs as required

General

- Deal with incidents of First Aid as a qualified First Aider
- Attend meetings relevant to the post
- Contribute to internal pastoral rotas e.g. student reception
- Maintain confidentiality at all times.

- Responsibility for safeguarding and promoting the welfare of children at the Academy. The Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Principal, Vice Principal and Board of Directors commensurate with the pay and grade of the post.

Signature of Post Holder

Date

Signed on behalf of the Academy:

Date
