

Gosford Park Primary School
Humber Avenue
Coventry
CV1 2SF
Tel: 024 76223281



Headteacher: Mrs Rachael Allen
www.gosfordpark.coventry.org.uk



Gosford Park Primary School
One Community, Many Cultures; Growing and Learning Together

Job Description and Person Specification

Attendance Officer and Pastoral Worker

Job Title: Attendance Officer

Pay Scale / Grade: Grade 3

Responsible to: Headteacher

Closing: Tuesday 21st May 12:00pm

Interviews: 23rd May 2024

General Duties

Attendance Officer - Complete attendance daily including any first day absence calls. This includes:

- Input attendance data and investigating any missing data, and maintaining accurate attendance records, including unexplained lesson absences.
- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record pupil absences and late arrivals on SIMS, maintaining accurate attendance records.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.
- To monitor the attendance of pupils referring concerns to the Pastoral Leader.
- Promote good attendance within the school.
- To process and action pupil holiday requests.
- To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- To assist the Family Support Worker with the administration of referrals to the education welfare service/issuing of penalty notices.
- To undertake routine liaison with external agencies regarding attendance – e.g. Attendance Services within the Local authority.
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.

- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Liaise with class teachers over attendance concerns.
- Responsible for identifying attendance issues and patterns of absence/late arrivals.
- Contact with parents over all aspects of attendance including written correspondence when required.
- Attend meetings with external agencies and parents as required.
- Complete administration task as directed by the line manager.

Pastoral Worker:

- Support and encourage attendance and punctuality for all pupils that attend the school.
- Support pupils to arrive on site each morning. Monitor attendance and problem solve any issues that may impact their day.
- Provide break and lunchtime cover and enrichment as required.
- Communicate effectively with pupils using their preferred mode of communication.
- Listen to and support pupils to resolve a range of issues creating barriers to learning.
- Support and work with pupils on a one-to-one basis or in small or large groups.
- Work under the support and guidance of Pastoral Lead to ensure pupils are effectively supported.
- Encourage pupils to become as independent as possible considering their individual need.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position.
 - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
 - Showing tolerance of and respect for the rights of others.
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in attendance and punctuality.

Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Administrative qualifications • Experience using SIMS • Training working with Primary aged children • Willingness to undertake appropriate training and professional development 	<ul style="list-style-type: none"> • Evidence of being a life long learner
Knowledge and experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent interpersonal and organisational skills • Knowledge of SIMS (Schools Information Management System) • Attention to detail and a good level of numeracy • Strong ICT skills, including the use of spreadsheets • Knowledge and understanding of school policies and procedures • A driving license and business insurance 	<ul style="list-style-type: none"> • Experience working directly as an attendance officer or pastoral support previously
Personal traits	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Quick to adapt and take on new initiatives. • A personable and approachable individual • Eager to uphold the school's ethos • Committed to equal opportunities and empowering others • Able to maintain a good working relationship with others • Strong work ethic and capacity for hard work • Ability to relate well to colleagues and pupils and parents / members of the public • A professional manner • Ability to work well as part of a team • Flexibility in approach to completion of work • Ability to prioritise work under pressure and remain organised • Ability to work under pressure and meet strict deadlines 	
Additional requirements	<p>The successful candidate must have:</p> <ul style="list-style-type: none"> • Willingness to participate in training and development • An exemplary conduct and attendance record • A desire and commitment to contribute to the school community 	