



Wyken Croft  
Primary School

## Job Description

<b>Job Title:</b>	Attendance, Welfare Officer	<b>Job Number:</b>	A5919
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	1038269
<b>Service:</b>	Services for Schools	<b>Grade:</b>	4
<b>Location:</b>	Wyken Croft Primary School		

### Job Purpose:

- To co-ordinate and promote excellent attendance, reduce levels of absence and work with children and families to promote positive school attendance
- To work alongside key school staff deliver a high level of pastoral care across the school with a focus on attendance and pupil welfare.

### Main Duties and Responsibilities:

#### Attendance

- To achieve high levels of attendance through the promotion of a positive attendance and punctuality culture within school
- Design, communicate and implement attendance incentives
- To use and analyse school attendance records using the school's various attendance portals including Bromcom and Studybugs to meet school requirements and enable the production of attendance reports
- To ensure all unexplained absences are accounted for following the school's Attendance Policy and procedures in place for contacting parents via text, phone call, letter and home visit.
- To monitor attendance and punctuality, identifying pupils who need to receive support to improve their attendance and punctuality record working with the individual or groups of pupils to this end.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers
- To improve persistent absence by addressing barriers to attendance
- To work with parents/carers and other agencies in improving their child's attendance and punctuality record and coordinate parental support meetings and training where appropriate
- To undertake home and school visits as designated by the school, following the school's home visit guidance
- To share appropriate attendance information on pupils during transition to alternative settings
- To ensure attendance records are accurate and provide evidence for more formal processes.
- To lead and maintain current and relevant information for parents on our website.
- To provide termly attendance reports for Governors
- To issue fixed penalty notices where appropriate.

## **Safeguarding**

- To promote and safeguard the welfare of the pupils in accordance with the school Safeguarding and Child Protection policy supporting the Pastoral Support Manager with low level concerns as required
- To ensure accurate and timely records are maintained on CPOMS and other staff and/or external agencies are alerted as necessary
- To monitor reported concerns to ensure they are being progressed and identify further actions required
- To support and signpost families get all the benefits and help, they are entitled to such as free school meals, clothing and help with transport to school by working with Family Hub and other outside agencies
- To attend Early Help meetings as required

## **General**

- To maintain confidentiality
- To follow and uphold school policies and procedures
- To communicate effectively with parents/carers regarding events relating to their children and the school's expectations, improving the links between the school and the home
- Carry out appropriate administrative duties as required to fulfil your role

## **Professional Knowledge**

- To keep up to date with regards to current issues and research regarding attendance, family support and initiatives
- To attend appropriate meetings and training events with regard to current issues within, or relevant to, the role
- To undertake appropriate professional development including adhering to the principle of performance management

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to:** Deputy Headteacher

**Date Reviewed:** April 2024

**Updated:**

## Person Specification

<b>Vacancy Reference No:</b>		
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	<b>Job Requirements</b>
<b>Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics, at least equivalent to GCSE Grade 'C' or above</li> <li>• A good understanding of the challenges facing pupils from a disadvantaged community</li> <li>• A good understanding of mentoring relationships with disadvantaged pupils</li> <li>• A good understanding of the range of agencies and activities that provide support to vulnerable pupils</li> <li>• To have knowledge and understanding of safeguarding in relation to the education sector</li> <li>• To hold a qualification of NVQ Level 3 or higher (or equivalent)</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven track record of working with vulnerable young people/children</li> <li>• Experience of maintaining accurate data in a MIS</li> <li>• Experience of working effectively with a variety of agencies to support families</li> <li>• Experience of partnership working and have the skills and ability to build and maintain positive relationships with partners and stakeholders</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Strong team working capabilities and ability to liaise and co-ordinate effectively with peers to achieve objectives</li> <li>• Ability to use language and other communication skills that pupils can understand and relate to</li> <li>• Ability to establish positive relationships with pupils, parents and colleagues and empathise with their needs</li> <li>• Ability to work with and apply all school policies, e.g. behaviour management, child protection, health &amp; safety, data protection, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Must possess good communication skills and be able to communicate in a clear and confident manner both orally and in writing</li> </ul>

	<ul style="list-style-type: none"> <li>• Be proactive in the support and development of pupils</li> <li>• Good IT skills</li> <li>• To prioritise own workload and meet deadlines/targets as necessary</li> <li>• Numeracy skills and the ability to provide and analysis statistical information</li> <li>• Hold a full clean driving licence as home visits and attendance to meeting is required for this role</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Evidence and willingness to participate in further training and development opportunities</li> <li>• Maintain confidentiality on all school matters</li> <li>• Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role</li> <li>• Have good personal organisation</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>