JOB DESCRIPTION

**Post Title: Education Welfare Officer/Attendance Support**

**Reporting to : Designated member of Senior Leadership Team**

**Scale: Scale 5 - SO1**

**Hours: 37 hours per week**

**Term Time Only + 10 additional days**

**Disclosure Level: Enhanced**

**Contract: Permanent**

**Line Management: N/A**

**Main Purpose of Role**

* To promote individual students’ progress by helping them overcome difficulties which may hinder their attendance
* To ensure students raise their attendance at school
* To reduce Persistent Absence students so they can access their education
* To investigate and follow up children’s absence from school and promote good attendance
* To maintain effective liaison between individual students, their parents and the School
* To ensure Heads of Year and SLT have attendance information as necessary to plan and promote the achievement of students
* To institute legal proceedings through preparation of warning notices and summonses for prosecution of parents for their child’s non-attendance at school as required.

**Specific Responsibilities**

* To act in accordance with, support and promote the aims and policies of the School
* To liaise with and support the Attendance Administrator
* Implement the School’s attendance procedures and take appropriate action to address specific attendance issues with students and families
* Visit family homes, where necessary, to discuss attendance issues and to improve student attendance
* Maintain and update accurate attendance records
* Undertake the necessary administration for referrals to appropriate professionals, including court proceedings, for students with specific attendance issues
* Undertake the effective administration of the Penalty Notice Procedure
* Produce appropriate reports for SLT
* To participate in team meetings, supervision meetings and training events as required
* Any other duties in support of the Academy as reasonable decided by the Principal

**Other Duties**

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the post and/or as detailed in the School’s Health and Safety Policy.
* To participate in the School’s emergency response arrangements as directed by the designated officer.

**Contacts**

**In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.**

**Internal: Teaching Staff**

**Support Staff**

**Students**

**External: Parents/Carers**

**External Agencies**

**Worcestershire Children’s First**

**NOTES**

* The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy.
* All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
* All duties and responsibilities must be carried out with due regard to Arrow Vale's Health and Safety Policy.
* Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

July 2022