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| **SCHOOL/DIVISION:** | Gosforth Academy |
| **POST TITLE:** | Attendance and Welfare Officer |
| **GRADE:** | N6 |
| **RESPONSIBLE TO:** | Attendance and Welfare Manager |
| **RESPONSIBLE FOR:** | N/A |

**Job Purpose:**Under the guidance of the Attendance and Welfare Manager

* To assist in developing systems that will enable the school to improve on base figures on attendance and truancy as set by the Government, the LA and the school;
* To work with parents, families, young people and the school to

respond to absence and support efforts to reduce levels of persistent absence.

* To contribute to Local Authority Working arrangements and to implement and contribute to C.A.F. and Children’s Social Care meetings as appropriate.

**Main Duties:** The following list is typical of the level of duties which the

postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To work as a school attendance and welfare support officer and to contribute to the objectives of the school in respect of ensuring improved outcomes for pupils and their families. To assist the Attendance and School Welfare Officer on all issues connected with attendance and welfare.
2. To support and work with parents, families and children and young people through the development and implementation of strategies and interventions which will help ensure regular school attendance and reduce levels of persistent absence.
3. To be the key point of contact for all attendance issues in school.

1. To contribute to the effective use of statutory measures where appropriate, and to be involved in decisions regarding the use of such powers.
2. To carry a caseload where the major areas of concern are absence from school and the underlying causes behind such absences.
3. To work with the school to identify cases where absence is a cause for concern. To particularly focus upon addressing issues where persistent absence is an expected consequence if no intervention or support is made available.
4. To undertake home visits (both with colleagues and on a lone basis) and contact with families where absence from school is identified, and to work with parents, families and children to address these issues.
5. To contribute to effective multi-agency working with the school and other stakeholders and to ensure the appropriate use of C.A.F. and other integrated working tools.
6. Participate in the development of school reward systems in relation to attendance.
7. To ensure that Safeguarding procedures are implemented appropriately and to contribute to meetings and any subsequent action plans in respect of children and young people and their families.
8. To ensure all record keeping and reporting requirements are adhered to, in accordance with service, professional requirements and statutory requirements.
9. To monitor the follow up procedures staff for unauthorised attendance and missing marks.
10. Produce and interpret statistical data relating to attendance patterns.
11. Make contact with other schools and gain any relevant information about the attendance records of new students.
12. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
13. Liaise with Access and Inclusion and other support services to improve attendance rates.
14. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
15. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the School’s policies and procedures.
16. To comply with all safeguarding policies and to contribute to the implementation of procedures and action plans in respect of children and families, where this is deemed to be appropriate.