Job Description

Title of post	**Attendance and Wellbeing Officer**
Salary	Grade F SCP 9 - 13
Hours of work	37 hours per week, term time only plus 2 days Monday – Thursday 8:15am – 4:15pm & Friday 8:15am – 3:45pm
Line manager and responsible for reviews	Headteacher

Purpose of the Post

To assist in the provision of high-quality professional, flexible, proficient attendance management of pupils within school.

Taking a role in pupil attendance management, the post holder will be responsible for ensuring a high level of attendance and punctuality for all pupils. This will involve the use of attendance management systems, data analysis and following policy and procedure as required by the school.

To provide families prompt and effective information, advice and access to limit barriers to attendance.

Responsible to the Senior Leadership Team from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.

Responsibilities

Organisation

- To develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality.
- To follow and adhere to the whole school attendance policy.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Liaise with the Pastoral Manager and SENCO to support pupils and families with medical related absences.
- To make first-day absence calls to parents in a timely manner, carrying out home visits, and reporting results to the Senior Leadership Team.
- Following the school's children missing from education procedures ensuring that vulnerable pupils are appropriately safeguarded and reported to the DSL.
- Gathering evidence to support the prosecution and penalty processes.

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Administration

- Maintain accurate data relating to all pupils' attendance on the school's information management system (Arbor).
- Identify any emerging patterns and put effective strategies in place to mitigate risk.
- Produce analysis reports of absence data (incl. persistent absentee, term time holidays, and punctuality).

Support for School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Working in Partnership with Families:

- Developing positive working relationships with families and maintain regular contact.
- Working with families on improving attendance of pupils, offering regular opportunities to meet in school and review progress.
- Improving communication and understanding between families and school.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

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Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

Special Conditions Of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.

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