



Job Description

Job Title:		Welfare and Attendance Officer			
School:		Walkergate Community School			
JE Code:	A5082	Evaluation:	496	Grade:	N6
Date:	April 2023	Status:	Final		
Responsible to:		Head teacher			
Responsible for:		N/A			
Job purpose:		<ul style="list-style-type: none"> ● To provide welfare support to pupils, parents and carers ● To promote and secure good attendance for all pupils/reduce PA rates ● To be lead person responsible for Early Help referrals across school 			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To work with class teachers, members of support staff and multi-agency teams to develop and implement strategies to improve attendance and to monitor and evaluate the effectiveness of those strategies.
2. To liaise with parents/carers over a range of issues regarding pupil attendance and welfare.
3. To coordinate procedures for recording and reporting on the attendance and welfare of pupils.
4. To be responsible for developing and promoting parental engagement and developing good relationships between parents and school.
5. To be Early help lead across school and act as lead professional for individual cases where appropriate.
6. To undertake work with individual families, including home visits and report on progress and issues to professional meetings and undertake regular reviews of such work

7. To reinforce attendance targets as set within the School Development Plan and develop, implement and monitor strategies to meet those targets
8. To identify pupils at risk and refer to multi-agency team where appropriate
9. To work with individual pupils on matters of attendance and welfare initiatives
10. To organise and lead relevant alternative curriculum initiatives as appropriate
11. To maintain effective attendance/welfare records on all pupils
12. To use CPOMS to record and monitor incidents and conversations with parents/carers, pupils and other professionals
13. To supply relevant data for statistical returns and reports particularly linked to attendance and welfare for SLT, school governors or NEAT

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.