



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Attendance Welfare Co-Ordinator

Location:

Malcolm Arnold Academy

Job Purpose:

Malcolm Arnold Academy is looking to recruit an experienced attendance officer to join our dynamic and highly skilled student welfare team. The new colleague will be responsible for the effective operation of pupil attendance procedures on a day to day basis, as well as communicating with staff, pupils and parents in understanding and overcoming barriers to good attendance.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Assistant Principal

Grade:

NJC 11

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ To attend internal/external safeguarding and attendance meetings as and when required
- ★ To maintain up to date, accurate, confidential records
- ★ Meet with staff, students, and parents to identify and overcome barriers to attendance.
- ★ Work with other colleagues in the pastoral team in monitoring pupil attendance and coordinating support for pupils whose behaviour and attendance create barriers to learning.
- ★ To contact families in response to allocated referrals, including home visits and/or meetings in school as and when required
- ★ To establish the reason for non-attendance, make assessments and agree plans for facilitating a return to school using appropriate strategies within specified timescales.
- ★ To work closely with the academy admissions team
- ★ To comply with local authority procedures for pupils missing education, liaising with them in sustaining effective case work to secure the child's whereabouts
- ★ To initiate appropriate legal action with Education Welfare Services (EWS) to ensure the academy is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending, and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- ★ To support pastoral and learning managers and senior managers in advising the academy on all matters relating to attendance and where necessary take a role in developing work processes to improve school attendance.
- ★ To work on initiatives which raise the awareness of school staff, parents, and the community on the importance of school attendance.

OTHER DUTIES

- ★ To undertake other such activities which may be regarded as within the nature of the duties and responsibilities of the post.
- ★ Supervise students at times of unstructured recreation, such as before school, at break and lunchtime and after school.

SUPPORT FOR THE ACADEMY

- ★ 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 differences and ensure equal opportunities for all.
- ★ Contribute to the overall ethos and aims of the Academy.
- ★ Appreciate and support the role of other professionals.
- ★ Participate in training and development, and performance reviews as required,
- ★ To support the Academy to manage the varying demands and deadlines within our busy Academy office.

We are committed to safeguarding and promoting the welfare of children and as part of this recruitment process, all successful applicants will be required to apply for an enhanced DBS disclosure.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Interview

| | Essential | Desirable | Assessed |
|---|-----------|-----------|----------|
| Qualifications and Professional Development | | | |
| ★ 5 A*-C GCSEs or equivalent including English and Maths | ✓ | | |
| ★ First Aid Training | | ✓ | |
| Experience | | | |
| ★ Experience of working with young people and their families in an academic setting | ✓ | | |
| ★ Experience of working in high-performing contexts | ✓ | | |
| ★ Experience helping students to overcome significant barriers to learning | | ✓ | |
| ★ Experience of leading improvements in pupil attendance over a sustained period | | ✓ | |
| Skills and Knowledge | | | |
| ★ Ability to draw meaningful and actionable interpretations from data, monitor records to spot attendance patterns and recognise changes in whole school trends and individual pupil attendance | ✓ | | |
| ★ Knowledge and understanding of strategies to overcome barriers to attendance | ✓ | | |
| ★ Familiarity with recent developments in pupil attendance | ✓ | | |
| ★ Knowledge and understanding of safeguarding policies and practice | ✓ | | |
| ★ Knowledge and understanding of Bromcom or similar web-based management information system | | ✓ | |

| | | | |
|--|---|--|--|
| Personal Qualities and Ethos | | | |
| ★ Aligned with MAA's commitment to excellence in education | ✓ | | |
| ★ Values driven with a strong moral purpose | ✓ | | |
| ★ Motivated enthusiastic inflexible | ✓ | | |
| ★ Willingness to give and receive constructive feedback | ✓ | | |
| ★ Excellent people skills | ✓ | | |
| ★ Reflective practitioner, with a commitment to self improvement | ✓ | | |
| ★ Ability to work under pressure | ✓ | | |
| ★ Relentlessly high expectations of staff and students | ✓ | | |
| Equal Opportunities | | | |
| ★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. | ✓ | | |
| Safeguarding | | | |
| ★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, always, what is in the best interests of the child. | ✓ | | |
| ★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information, and taking prompt action to safeguard and protect them. | ✓ | | |
| ★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children. | ✓ | | |
| Health and Safety | | | |
| ★ Aware of Health & Safety and Safeguarding as appropriate to role | ✓ | | |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.