

## Job Description

# Pastoral Support Worker (Attendance)

**Responsible to:** AHT, DHT

**Salary Grade:** Scale 5

**Full time/Part time:** Part time

### Job Purpose

To provide a high-quality, targeted intervention service that addresses barriers to learning, specifically focusing on improving pupil attendance and emotional well-being. Working collaboratively with families, school staff, and external agencies to facilitate successful inclusion in mainstream education and ensure all pupils reach their full academic and personal potential.

### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### Key Responsibilities

- Monitor daily attendance and punctuality, and lead the "First Day Calling" process, ensuring every unexplained absence is followed up by 10:00 AM to ensure child safety and emphasise school expectations.
- Work with pupils and their families whose attendance falls below 90%, creating bespoke Attendance Action Plans to remove barriers to school entry.
- Facilitate a visible morning presence at the school gates to greet pupils, providing a warm transition from parent to classroom
- Conduct home visits and formal attendance meetings to support parents in establishing robust morning routines and addressing "term-time holiday" requests.
- Identify when poor attendance is a symptom of deeper family issues (e.g., financial hardship or illness) and initiate Early Help or Social Care referrals where necessary.
- Act as an advocate for families, connecting them with external agencies (housing, transport, or health) that can help them get their child to school consistently.
- Design and lead school-wide attendance challenges and rewards that celebrate both 100% attendance and "Most Improved" pupils.
- Work 1:1 with pupils to explore their feelings about school, addressing any anxiety or bullying issues that lead to school avoidance.
- Work alongside Aquinas, the school's external attendance provision, preparing documentation or evidence for fines/court action if interventions fail.

- Keep detailed chronologies of attendance interventions, phone calls, and home visits to provide a clear audit trail for Ofsted and Safeguarding reviews.
- Prepare monthly reports for the Senior Leadership Team and Governors, outlining attendance percentages and the impact of recent interventions.
- Teach pupils emotional regulation tools to help them recognise and manage triggers before they impact their learning or the learning of others.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

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

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**