

Pastoral and Attendance Assistant – Job Description

Reporting to: Headteacher

Band / Scale: Band 4, Scale Points 11–17

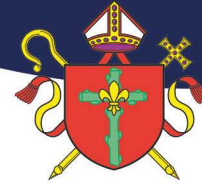
Core Purpose

- To be the school Attendance Officer, responsible for recording, monitoring and analysing pupil attendance.
- To record staff absence and coordinate the provision of supply cover.
- To support the pastoral needs of families.

Specific Areas of Responsibility and Key Tasks

Pupil Attendance

- Input daily attendance data onto the school's MIS (Management Information System) as required.
- Where pupils are recorded as absent or late, ensure that verbal, written or recorded reasons provided by parents/carers are transferred to the school's MIS.
- Ensure that correct attendance codes are entered in class registers and on the school's MIS.
- Maintain daily communication with parents/carers when children are absent.
- Provide the Senior Leadership Team (SLT) with timely alerts where pupil attendance or punctuality is becoming a concern.
- Communicate clearly and regularly with parents/carers regarding the school's attendance procedures and expectations.
- Liaise effectively with the Trust and/or Local Authority when required, for example to report a child missing in education or to request that a Penalty Notice be issued.
- Chair and minute Attendance Improvement Meetings in conjunction with the Child & Family Support Worker or a member of the Senior Leadership Team and, where relevant, telephone conversations with parents/carers.
- Monitor and track whole-school attendance and punctuality, and send letters where appropriate to address lateness or regular absence.
- Monitor and track the attendance of specific groups of pupils, as designated by the Headteacher.



- Monitor and track persistent absence (PA) for groups of pupils, as designated by the Headteacher.
- Produce termly reports for the Headteacher and the Local Governing Body, in line with the school's Monitoring and Evaluation Schedule.
- Implement a range of strategies to improve pupil attendance, including rewards, warning letters and support plans, and identify possible referrals for targeted support.
- In conjunction with the Headteacher, manage referrals for families who require further support.

Staff Attendance

- Work with the Senior Leadership Team to ensure all classes are adequately staffed at all times, particularly in the event of staff absence.
- Liaise effectively with supply agencies to coordinate, organise and evaluate the booking of supply staff when required.
- Ensure supply staff are inducted upon arrival on the school site.

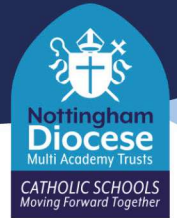
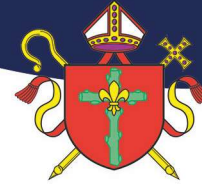
Pupil Pastoral Care

- Be a trained First Aider and provide first aid as required (training will be provided).
- Communicate effectively to ensure information and messages are shared appropriately with all stakeholders.
- Be a welcoming and supportive presence for children and their families, demonstrating a commitment to going the extra mile.
- Care for unwell children, contacting parents/carers and supervising children until they are collected.
- Hold and administer medication (including insulin) as required.
- Complete Early Help Assessments to identify and address the needs of children and families within the school.
- Act as Lead Professional for Team Around the Family cases related to attendance and family support, holding caseloads in these areas.
- Represent the school at safeguarding meetings where the DSL or Deputy DSL is unable to attend.



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- Undertake the role of Deputy Designated Safeguarding Lead (DDSL).
- Liaise with other professionals regarding children and families, making appropriate referrals in consultation with the DSL and/or SENCo.
- Work with individual children on personalised packages of support to develop their learning and social skills.

Additional Duties

- Undertake any reasonable task or duty as directed by the Office Manager and/or Headteacher.

Person Specification

A Training and Qualifications	Essential	Desirable
Five GCSEs including a minimum of GCSE (or equivalent) grade C in Maths and English	Y	

B Experience	Essential	Desirable
Experience of working in a busy admin/secretarial position	Y	
Experience of working in a school office		Y
Experience of Safeguarding systems in school (DSL/DDSL level)		Y
Experience of being Lead Professional and using EAH's and TAF to support children and Families		Y
Experience of liaising and working with outside agencies collaboratively, making referrals as necessary		Y
Experience of working with children using individual packages of support that enhance their Social and Emotional skills eg ELSA, Feelings Detectives		Y

C Professional Knowledge and Skills	Essential	Desirable
A commitment to continual professional development	Y	
Excellent ICT skills	Y	
Excellent verbal and written communication skills	Y	
Excellent planning, organisation and negotiation skills	Y	
Knowledge of school administrative systems		Y
Knowledge of attendance systems in a primary school.		Y

D	Personal Attributes	Essential	Desirable
	Willingness to support Catholic life in schools	Y	
	Professional, friendly and approachable and able to relate well to staff, students and visitors	Y	
	Excellent telephone manner	Y	
	Able to adapt to changing circumstances and new ideas	Y	
	Attention to detail	Y	
	Can-do attitude and solution focused approach	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	

E	Safeguarding	Essential	Desirable
	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.