



## JOB

## DESCRIPTION

Job Title:

**Attendance Welfare Co-ordinator**

Location:

**Malcolm Arnold Academy**

### **Job Purpose:**

To manage and improve student attendance and oversee the school's admissions process in line with statutory regulations. The Attendance Information Officer is responsible for accurate data management and effective communication with parents/carers and external agencies ensuring a smooth transition for all students joining the school and understanding and overcoming barriers to good student 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:**

NJC11

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

- ★ Attend safeguarding and attendance meetings both internally and externally.
- ★ Engage with staff, students, and parents to address and resolve attendance issues.
- ★ Monitor and support pupil attendance, collaborating with colleagues to remove learning barriers.
- ★ Conduct home visits and meetings to establish reasons for non-attendance and facilitate return strategies.
- ★ Comply with local authority procedures for pupils missing education, ensuring effective case management.
- ★ Initiate legal actions with Education Welfare Services (EWS) as required.
- ★ Promote positive attendance through initiatives, campaigns and rewards systems.
- ★ Administer admissions procedures ensuring compliance with the School Admissions Policy.
- ★ Maintain accurate and up-to-date records of new admissions, including safeguarding checks.
- ★ Administration of reduced timetables.
- ★ Prepare and issue offer letters, waiting list updates, rejection letters and appeals paperwork.
- ★ Coordinate with the Local Authority on allocations, waiting lists, and appeals.
- ★ Track and monitor admissions at all stages, highlighting any concerns or anomalies.
- ★ Ensure compliance with GDPR and data protection legislation.
- ★ Be the main point of contact for admissions enquiries, providing clear, accurate and supportive advice to parents and carers.
- ★ Coordinate with feeder schools, external agencies, and internal staff for smooth transitions. ★ Support the induction process with new admissions.

## Safeguarding

- ★ Responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## Professional Development

- ★ Be prepared to undertake DSL training.
- ★ Participate in regular in-service training (INSET), CPD sessions and personalised continued professional development.
- ★ Undertake critical self-evaluation and participate in CPD designed to enhance the quality of teaching or other working practices.
- ★ Participate in research informed practice and professional reading, maintain up-to-date subject knowledge, and devise and write curriculum materials.
- ★ Identify and review Performance Management objectives.

## Other

- ★ Supervising students during unstructured recreation times, such as before school, at break and lunchtime, and after school.
- ★ Undertake any other duties commensurate with this role as required, supporting all levels of leadership with administration work.
- ★ Safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to DRET systems.

## KEY RESPONSIBILITIES – ALL STAFF

- ★ To support the academy ethos.
- ★ To contribute to academy-wide events including curriculum-focused events as part of the year team.
- ★ To support and contribute to the academy's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution and achieve economic wellbeing.
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors, and to always comply with all health and safety policies.
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

# 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 – Test/Presentation
- 3 – Interview

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications and Professional Development</b>   |           |           |
| ★ Educated to GCSE-level/NVQ-level 2 or equivalent, including English and Mathematics                                |           |           |
| ★ Skilled in Microsoft Office, capable of producing and editing documents using Word, Excel, PowerPoint, and Outlook |           |           |
| ★ Evidence of continuous professional development  |           |           |
| ★ Full clean driving licence   |           |           |
| ★ First Aid Trained  |           |           |
| <b>Experience</b>  |           |           |
| ★ Experience working with young people and their families within an academic setting                                 |           |           |
| ★ Can work independently with minimal supervision.   |           |           |
| ★ Experience in helping students overcome significant barriers to learning   |           |           |
| ★ Experience of admissions processes   |           |           |
| <b>Skills and Knowledge</b>  |           |           |
| Able to maintain the strictest confidentiality and integrity   |           |           |
| ★ Able to understand the importance of good attendance   |           |           |
| ★ Excellent communication skills with ability to relate well to a wide range of stakeholders                         |           |           |

|  |  |  |
|--|--|--|
| ★ Highly organised, efficient, and able to work to tight deadlines, often under pressure   |  |  |
| ★ High level of accuracy and attention to detail   |  |  |
| ★ A team player and able to work under your own initiative   |  |  |
| ★ Willingness to support out of hours events   |  |  |
| <b>Equal Opportunities</b>   |  |  |
| ★ 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. |  |  |
| <b>Safeguarding</b>  |  |  |
| ★ 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.                         |  |  |
| <b>Health and Safety</b>   |  |  |
| ★ 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.***