

**Ernest Bevin College**  
**Job Description**



<b>Title:</b> Attendance and Welfare Officer	<b>Salary Scale: 5 SP12-SP15</b> <b>Full-Time 39 +2 weeks</b>
<b>Supported by and reporting to:</b> Directors of Learning	<b>Assisted by:</b> Pastoral Teams

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries as appropriate</li> <li>• Have regard to the need to safeguard students' well-being, in accordance with statutory provisions</li> <li>• Show tolerance of and respect for the rights of others</li> <li>• Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law</li> <li>• Have a proper and professional regard for the ethos, policies and practice of the college and maintain high standards in their own attendance and punctuality</li> </ul>
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Liaison with families, college staff and other agencies on attendance and welfare related issues.</li> <li>• The recording of attendance and absence marks daily and completion of all administrative duties commensurate with the role.</li> <li>• Monitoring and reporting on progress against College attendance targets.</li> <li>• College compliance with statutory requirements under the Attendance code of Practice and DfE guidelines</li> </ul>

<p><b>Purpose of the Job</b></p>	<ul style="list-style-type: none"> <li>• To secure the beneficial and regular attendance of all students at the college (above 95%/PA above 90%), by supporting students and families and working closely with other agencies.</li> <li>• Where necessary carrying out the statutory duty of legal action, to maintain high student attendance levels, improve punctuality and reduce unauthorised absence at the college</li> </ul>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To input the attendance and absence marks daily and complete all administrative duties commensurate with the role.</li> <li>• To carry out all first day absence calls and or home visits.</li> <li>• To meet with the Directors of Learning and Heads of Year on a regular basis to review individual student's attendance and progress towards whole college and year group targets.</li> <li>• To support the Heads of Year and Tutors to instigate and deliver strategies.</li> <li>• To target improvements in attendance for students recognised as being at particular risk of poor attendance and exclusion.</li> <li>• To work with the appropriate agencies to carry out the statutory duty of legal action when all attempts to improve school attendance have failed.</li> <li>• To administer and monitor initiatives to improve attendance as required. For example, fast track, parenting contracts, parenting orders, penalty notices etc.</li> <li>• To undertake and keep accurate up to date records of all casework and conduct home visits and ensure meticulous records of actions and outcomes are kept.</li> <li>• To participate in staff meetings and agreed relevant working events.</li> <li>• To provide information and advice to colleagues on individual casework.</li> <li>• To develop and support resources as identified in line with policy requirements.</li> <li>• To work in partnership with the police and Local Authority to support good attendance for all students</li> <li>• To comply with policies and procedures relating to child protection and safeguarding</li> </ul>

	<ul style="list-style-type: none"><li>• To attend and send reports to Initial Child Protection conferences, reviews and core group meetings for children.</li><li>• To ensure the Children Missing Education procedure is followed by the college</li><li>• To ensure the Child Employment and Children in Entertainment regulations are maintained.</li><li>• To aid the smooth integration of in year student transfers under the college's admissions policy</li><li>• To contribute towards developing whole school strategies to improve attendance at the college.</li><li>• To uphold the professional standards expected of every member of the college's staff in all dealings with colleagues, students, parents/carers and the wider community.</li><li>• To ensure that parents are aware of their responsibilities in relation to exclusion from college and to use reintegration strategies for all students returning to college after a period of exclusion or other absence.</li><li>• To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques including:<ul style="list-style-type: none"><li>i) Common Assessment Framework</li><li>ii) Group work Individual and family support work</li><li>iii) Parenting skills development</li><li>iv) Sign-posting to other services / agencies</li></ul></li><li>• To advise and formulate access for families to other support services.</li><li>• To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual students.</li><li>• To take responsibility for managing personal case-loads, and cases in relation to attendance.</li><li>• To work flexible hours, including evening work (parents' evenings) / or occasional weekend work as required.</li></ul>
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	<ul style="list-style-type: none"> <li>• To comply with any reasonable request from a manager to undertake other duties commensurate with the post.</li> <li>• To participate in professional and personal development programmes as required, including training and performance management review</li> <li>• To contribute to the overall ethos/work/aims of the college</li> <li>• To be aware of, and comply with Safeguarding, Health &amp; Safety; Security; Confidentiality and Data Protection policies and procedures, reporting all concerns to an appropriate member of senior leadership team.</li> <li>• To support the college's Equality and Diversity Policy</li> <li>• To appreciate and support the work of other professionals</li> </ul>
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Work Hours – 37.5 hours PW, worked between 0800 to 1630 Monday to Friday. In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the college and in response to National demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**March 2021**

**Ernest Bevin College**



**Person Specification**

Attendance and Welfare Officer

**Scale 5 SP12-SP15**

**Hours:** Full-time, 39+2 weeks a year

Reporting to : Directors of Learning

Assisted by : Pastoral Teams

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• GCSE 5 A* - C or equivalent including English and maths</li></ul>	<ul style="list-style-type: none"><li>• Social Work Qualification e.g. DipSW, CQSW, CSS or equivalent</li><li>• Teaching Qualification eg Bed, Cert Ed. BA or BSc with QTS</li><li>• Degree in Youth or Community work</li><li>• Degree in children's services related discipline</li><li>• L3 qualification in a relevant qualification (e.g. Health and Social Care or Uniformed Services)</li><li>• NVQ Level 4 or equivalent in a relevant field</li></ul>
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"><li>• Experience of preparing necessary casework / reports for legal prosecution of parents / carers</li><li>• Experience of conducting home visits</li><li>• Experience of:<ul style="list-style-type: none"><li>i) Common Assessment Framework</li><li>ii) Group work</li><li>Individual and family support work</li><li>iii) Parenting skills development</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Sound knowledge of child development</li><li>• An understanding of the effects on 'parenting' where concerns involve disabilities/ mental health/gender/abuse</li></ul>

	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Knowledge of the legal requirements surrounding parental prosecution for non-attendance at school, child employment and children working in entertainment</li> <li>• Experience of convening meetings with parents</li> <li>• Good organisation and personal management skills</li> <li>• Enthusiasm and commitment to working with young people and their families</li> <li>• Possess a problem-solving approach to conflict</li> <li>• Effective report preparation and recording skills</li> <li>• Ability and enthusiasm to work jointly with team colleagues across a range of disciplines</li> <li>• Ability to prepare and present reports in a variety of settings e.g. court, child protection meetings</li> </ul>	
<p><b>PERSONAL QUALITIES AND CHARACTERISTICS</b></p>	<ul style="list-style-type: none"> <li>• Commitment to own learning and development</li> <li>• Commitment to raising standards in attendance across the College</li> <li>• Work in ways that promote equality of opportunity, participation, diversity * and responsibility</li> <li>• A commitment to abide by and promote the college's Equal Opportunities, Health and Safety, Child Protection Policies</li> <li>• The post-holder will require an enhanced DBS check</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>