

Job Description

Attendance

- Support the development and implementation of strategies to support the school's drive to improve attendance and punctuality and to reduce persistent absence.
- Contribute to the identification of pupils and families to be targeted to improve attendance and punctuality.
- To complete first day calling for all pupils who are not in attendance.
- Engage with and foster positive relationships with identified parents and pupils.
- Use a variety of means to communicate the legal responsibilities and consequences of non-school attendance to the school community.
- In school work with and provide regular feedback and updates on casework to Head Teacher/ Deputy Head Teacher and Pastoral Team in regard to attendance and punctuality for target pupils.
- Contact and liaise with our Educational Welfare Officer, and where appropriate outside partners and multi-agency groups, and make necessary referrals in order to improve attendance and punctuality
- Attend and contribute to staff meetings as required.
- Liaise with feeder schools and gain relevant information about the attendance records of new pupils, and pupils leaving for new schools
- Liaise with other schools and Local Authorities to provide and attain pupil records and establish new "on roll" status when pupils leave or are admitted.
- Analyse and interpret data relating to attendance, and patterns of groups within the school.
- Set up and facilitate delivery of a range of parents' and pupils' support groups.
- Provide advice and support for pupils returning to school after a long period of absence. Liaise with school staff and home to agree a reintegration programme if appropriate
- Safeguard young people from the risk of harm and have a full knowledge of policies and procedures in relation to safeguarding
- Keep up to date with current appropriate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person

Medical

- Liaise with pupils, parents, staff and organisations to gather and distribute accurate information about medical and dietary needs, following school policy and practice, and ensuring children's medical needs are met.
- Liaise with DHT / Senior leaders to complete and implement Health Plans and Risk assessments where appropriate.
- Ensure up to date and accurate medical and dietary needs information is kept for all children on roll / new to roll, including on school information system (SIMS).
- Ensure first aid resources are ordered and distributed effectively

- To undertake any training commensurate with this post.

It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an example on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010. Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.