



Stowlawn Primary School

Attendance and Pastoral Support Worker

Pay Grade 4 SCP 7 to 11 (£24,294 to £25,979) Actual Salary £19,766-£21,136

Monday to Friday 8.00 am to 3.30 pm

35 hours per week term time (plus 5 days INSET)

Job Description

Attendance

- Support the implementation of strategies to support the school's drive to improve attendance and punctuality and to reduce persistent absence
- Work with senior leaders to develop and implement the "Inclusive Attendance" programme
- Identify pupils and families to be targeted to improve attendance and punctuality
- Focus, challenge and support families and children who are persistently absent, meeting and supporting families to improve attendance
- Engage with and foster positive relationships with identified parents and pupils.
- Set up and deliver a range of parents' and pupils' support groups.
- Work in school with, and provide regular feedback and updates on casework to, Head Teacher/ Deputy Head Teacher and Pastoral Officer 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.
- Complete first day calling for all pupils who are not in attendance
- Analyse and interpret data relating to attendance, and patterns of groups within the school.
- 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
- Liaise with transferring 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.
- 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 parents, staff and organisations to gather and distribute accurate information about children's medical needs and dietary needs, following school policy and practice
- 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 and records are kept up to date for all children on roll / new to roll, including on school information system (SIMS).

- Ensure first aid resources are ordered and distributed effectively.
- Monitor and ensure first aid administration records and procedures are followed.
- Ensure children are receiving the required medical care and support they require

Pastoral

- Work with children, parents and other professionals to identify initial support needed families.
- Conduct school “Early Support” meetings
- Be able to signpost parents to initial level of support
- Escalate to higher need of support as and where required – both within and external to school.
- Safeguard young people from the risk of harm and have a full knowledge of policies and procedures.

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.