



Job Title:	Attendance and Welfare Officer		
Base:	Farne Primary School		
Line Manager:	Headteacher		
Salary Range:	NJC N5 (12-17)	Salary:	£21,589 - £23,836 FTE (Salary to be pro rata)
Additional:	Regular travel is required.	Term:	37 hours per week, 41 weeks per year, Fixed Term until 17.10.2020

JOB PURPOSE

- To develop systems that will improve attendance rates and raise the profile of attendance within school.
- To support children and families where a range of factors are contributing to poor attendance and/or indicating that children are at risk.
- To overcome barriers to learning.
- To support the development of safeguarding and child protection policies and procedures.
- To act as main contact for referrals, arranging action and reviewing service for children and families.

JOB SUMMARY

Ensure there are policies, procedures, systems, structures, and resources in place to promote the welfare and protection of students and support vulnerable families. Actively work with parents / carers and other agencies for the safeguarding of children and to improve attendance across school.

Job Specification

Attendance

1. To be the first point of contact for all attendance issues in school.
2. To produce and interpret statistical data relating to attendance patterns of individuals and groups within the school.
3. To provide half-termly updates and contribute to reporting information to Governors.
4. To develop and take a lead role in the delivery of strategies and initiatives designed to improve and maintain excellent attendance.
5. To make contact with other schools and gain information with regard to previous attendance records of newly-admitted children.
6. Liaise with the Local Authority's attendance team and other support services to improve attendance rates and tackle unauthorised absence.
7. To undertake home visits where this is deemed desirable or necessary.

Welfare and Safeguarding

8. Follow the Trust's safeguarding and child protection policy and model good practice.
9. Through the role of Designated Safeguarding Officer:
 - a Respond appropriately to disclosures or concerns which relate to the well-being of a child.
 - b Maintain accurate, confidential and up-to-date documentation and records on all cases of safeguarding and child protection using in-house systems and report where required.

10. Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents / carers and their children and in order to prevent children becoming looked after and / or suffering significant harm.
 11. To ensure that vulnerable children who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the school from planning and interventions meetings are successfully carried out and monitored.
 12. Collate and produce statistical information with regards to safeguarding.
 13. Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
 14. To maintain confidentiality at all times.
 15. Effectively liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the school.
 16. From referrals, develop and maintain a vulnerability register of children who are 'At Risk' or have child protection plans.
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GENERAL

- A. To participate in wider Trust meetings and working groups as required.
 - B. To play an active role in parental engagement.
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SMART is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed

Date