**JOB DESCRIPTION**

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| **Schools** | **Clenchwarton, West Lynn and Walpole Cross Keys all part of West Norfolk Academies Trust** |
| **Job Title** | **Pastoral Support & Attendance Officer** |
| **Grade** | **Scale E, Pt 7-11, £10.60 - £11.47/hour. Approx £14,133- £15,298/year** **(£20,444 - £22,129/year** **FTE based on a 37hr week)**  |
| **Hours/weeks** | **30 hrs/week, 39 weeks/year (term time plus one) Fixed Term 1 year (in the first instance)** |
| **Responsible to** | **Headteacher****Assistant Headteacher** |

We are looking for a forward thinking, reliable and caring person to join our friendly, committed and supportive team of staff and governors. Someone who:

* enjoys working with children and listens to their needs
* is patient, calm, caring and flexible in approach
* has a positive outlook, a sense of humour and works well in a team
* is able to be proactive, supporting and organising activities relevant to need

Wellbeing and work/life balance is important to us and working collaboratively as a group of 3 schools and the Trust supports this.

**Purpose of the Job**

To promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

To provide pastoral support for children and families.

To currently be or undertake training to become a Thrive practitioner to enable you to support pupils using the Thrive approach

To safeguard children as one of a team of Designated Safeguarding Leads.

This is an excellent opportunity to work across 3 schools.

**Responsibilities**

**Attendance Officer**

* Closely monitor pupil attendance on a daily basis to ensure attendance information is correct and any absence is addressed as a priority
* Working closely with parents/carers and pupils to improve levels of attendance, communicating with parents via telephone, letter and face to face meetings, and co-ordinate parental support and training (where appropriate) regarding attendance issues
* To collate information with regard to the attendance of pupils who may be experiencing attendance difficulties in order to inform school, external agencies and parents/carers
* To interpret information relating to attendance patterns and identify key areas of concern for Senior Leaders
* Carry out home visits when required
* Identify pupils for Fast Track and Fixed Penalty procedures, complete referral forms, write to parents, minute parental meetings and complete witness statements and court packs for proceedings when required to defined Local Authority procedures

**Pastoral Support**

* Support transition
* Provide a high-quality service of pastoral care supporting pupils and parents
* Be available throughout the day to deal with pupils’ problems and concerns
* Work with children using the Thrive approach
* Build rapport and maintain strong relationships with pupils
* Resolve routine parental issues and organise referral in situations needing teacher intervention
* Prepare paperwork for PSPs/Interim reports/Permanent Exclusions
* Support School Uniform Policy
* Monitor behaviour and attendance stats for Key Stage
* Carry out admin duties for the senior leadership team in line with the Job descriptions
* Organise reward events such as celebration teas, certificates and reward assemblies
* Monitor, record and communicate safeguarding issues to the child protection team
* Provide first aid as required to pupils and staff
* Be part of the safeguarding team
* Be proficient in the use of CPOMS to record and monitor attendance, behaviour and safeguarding

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The Trust is committed to safeguarding and promoting the welfare of children and young people including positive mental health and expects all staff and volunteers to share in this commitment. All staff appointments are subject to satisfactory references and an enhanced DBS check with barred list.

The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Int |
| Level 2 Maths |  | **🗸** |
| A willingness to successfully complete First Aid Training | **🗸** |  |
| Thrive Practitioner trained or a willingness to complete training | **🗸** |  |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Working closely with others as part of a team | **🗸** |  | Appl/Int/Ref |
| Experience of working with young people  | **🗸** |  |
| Experience of managing behaviour effectively |  | **🗸** |
| Knowledge of personal welfare and safeguarding of children | **🗸** |  |
| Understanding of school roles and responsibilities |  | **🗸** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Skills and knowledge to deal with pupil safety and behaviour | **🗸** |  | Appl/Int/Ref |
| Ability to relate well to pupils, parents/carers/guardians and other adults | **🗸** |  |
| Good communication skills  | **🗸** |  |
| Assimilate information quickly and prepare succinct summaries |  | **🗸** |
| Good organisational and time management skills | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Genuine concern for others  |  |  | Appl/Int/Ref |
| Positive attitude to work |  |  |
| Supporting positive mental health within the school |  |  |
| Decisive, determined and self-confident |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent interpersonal skills |  |  |

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| Appl = Application form | Int = Interview | Ref = Reference |