**Attendance & Welfare Coordinator**

**Attendance**

* To ensure all registers are completed and no missing marks or unexplained absences remain
* To check and remind any necessary staff to complete registers.
* To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports and to keep key staff updated.
* To check accuracy and correct coding on registers before printing off official registers and filing away on a termly basis.
* To print off official registers daily and explained absences to ensure at hand in event of a fire and be responsible for evacuation registers and their delivery to SLT
* To follow Attendance policy and send out letters as required.
* To produce and interpret information relating to attendance patterns.
* To contact all absent students on a daily basis in line with the school’s Attendance policy.
* To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
* To undertake home and school visits as designated by the Senior leader over attendance
* You will also ensure a comprehensive and robust process of record keeping is maintained.
* To improve attendance of students in school and develop systems that allow students to maintain high attendance.
* To manage attendance and punctuality data of students to school and in lessons through monitoring of tracking systems.
* To support staff in dealing with attendance issues effectively.
* Assist the Data Manager in completing Census returns on attendance by chasing outstanding unexplained absences by key dates each year.
* Maintain appropriate records and case files on individual students.
* Manage the interface and referral systems for Education Welfare Service and formal non-attendance procedures.
* Work with appropriate staff to develop individual action plans to improve attendance with individual students where their attendance gives cause for concern.
* Monitor the attendance of vulnerable groups of students and liaise with staff/SEND department.
* Work to raise the profile of improved attendance and behaviour throughout the school.
* Responsible for the implementation of a reward system for excellent and improved attendance.
* Responsible for the timely submission of relevant information to Heads of Year, Senior Leadership Team (SLT), Governing Body and other outside agencies.
* Responsible for all enquiries relating to attendance – students, parents/carers and staff.
* Record, analyse and prepare documents for court procedures where the school has decided to take action against poor attendance and punctuality.
* Follow up and check any post-registration truancy.
* Develop specialist knowledge of attendance issues and best practice and provide advice and guidance to HOY/SLT on matters relating to attendance. Interpret matters of policy and statute to ensure the school’s compliance and initiate appropriate action. Develop expertise in all processes and procedures for the purpose of raising standards.
* Undertake other general administrative duties as required from time to time.
* Servicing of meetings as required.
* Foster effective relationships with the parents/carers of the students and communicate regularly with the
* Maintain manual and computerised records and management information systems, producing accurate lists of data as required by colleagues or compliance bodies
* Responsible for updating, populating the attendance tracker ensuring weekly meetings with HoY are taking place
* Liaise with SOL attendance and the senior leader for attendance ensuring all weekly reports are completed
* To keep up to date with MIS training

**Welfare**

* You will be the first point of contact for students needing medical assistance, administer First Aid and ensure you seek support where needed (NHS direct/999)
* You will be responsible for the provision of a full welfare service to students aged between 11 to 18.
* Ensuring all medication/medical information is correct and up to date and follow up where necessary with parents/DSL
* All logs/data is input correctly and in a timely manner
* Ensuring reports and medication for trips and events is produced in a timely manner
* You will provide a high standard of service to students within professional competence and Academy guidelines. You will assist with health assessment, immunisation and health promotion programmes.
* You will work alongside key school staff to reduce levels of absence and work with students and families to promote high levels of attendance. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.
* Be a First Aider and Fire Warden

**Non-specific responsibilities**

* Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
* Develop strong and positive relationships with pupils and staff.
* Implement all school policies, including the school’s behaviour policy.
* Contribute to the design and delivery of the school’s enrichment curriculum in line with the AAA enrichment policy.
* Model the ethos and vision of the school at all times.
* Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
* Help develop effective subject links with partner schools and the community, including attendance where necessary at liaison events in partner schools and the effective promotion of subject at Open Days/Evenings and other events.
* Establish and maintain effective working relationships with colleagues.
* Be familiar with and comply with the School’s Health and Safety policies.
* Be responsible for the Health & Safety of pupils when they are authorised to be on school premises and when engaged in authorised activities elsewhere.
* Adhere, at all times, to the expectations of staff at Ark Acton Academy as outlined in the Staff Code of Conduct.
* Ensure compliance with Arks data protection rules and procedures
* Any other duties as required by the Headteacher commensurate with the post.
* Actively promote the safety and welfare of our children and young people
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of allstudents
* Willingness to undertake training
* This post is subject to an enhanced DBS check

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified to work in the UK. | * A–Level qualifications or equivalent. * Professional qualifications relevant to the post. |
| **Experience** | * Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. * Experience of building relationships with young people. | * Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. |
| **Knowledge** | * Knowledge of attendance procedures * Demonstrate an understanding of issues that may affect a pupil’s ability to attend school. * Demonstrate an understanding of issues linked to confidentiality. * Demonstrate a knowledge of attendance regulations * Demonstrate an awareness of child protection issues. | * Knowledge of current educational policy and developments in the areas of pastoral support, attendance, behaviour and wellbeing – and their implications in a complex, urban context. |
| **Skills** | * Excellent written communication skills. * Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. * The ability to develop positive relationships with all young people. * Well-developed planning & organising skills including time management, prioritisation, delegation and administration. * Sound judgement and problem solving skills. * Competent user of ICT. * Ability to analyse data. | * A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals’ and cohorts’ attainment. |
| **Motivation** | * Willing to be fully engaged in the whole life of the school including extra-curricular activities. * Committed to team work and working collaboratively with colleagues. * A commitment to the safeguarding and welfare of all pupils. | * Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners. |
| **Attributes** | * A clear passion for the importance of attendance as a key driver for the success of every child. * Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear vision and direction. * Confidence and self-motivation to work well and be decisive under pressure. * A high level of honesty and integrity. * A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. | * An entrepreneurial attitude. |