

**Job Description**

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| JOB TITLE: | Attendance, welfare, first aid and admin |
| GRADE: | H4-7 (2)  28 hours per week (Tuesday 8:30-3:30pm, Wednesday 8:30-3:30pm, Thursday 8:00am – 4:00pm, Friday 8:00am – 4:00pm negotiable), term time plus INSET days |
| PURPOSE OF YOUR JOB   * General admin: Dinners, registers, answering calls, dealing with queries. * Front face * Booking systems * Enrichment clubs and parent evening * School website is kept updated * Dates added to the calendar * Newsletter sent out | Attendance:  To ensure the promotion of excellent pupil attendance and punctuality for pupils in Reception to Yr 4 at Layston.  To monitor patterns of attendance for all pupils ensuring prompt intervention and support is put in place for persistent absentees.  To ensure highly effective communication within school, and between school, families and outside agencies, to support excellent attendance.  To provide effective personalised pastoral support to targeted pupils, specifically related to health and improving attendance, in consultation with SLT.  To work closely with SLT and families of pupils with low attendance, with the aim of identifying and addressing barriers to attendance. |
| REPORTING TO: | Head teacher |
| CONTACTS WITHIN SCHOOL: | All students and staff and pupils |
| CONTACTS OUTSIDE SCHOOL: | Parents, School nurse, other external support agencies, Hertfordshire County Council. Attendance Officer, HCC |
| WELFARE + SAFEGUARDING | To keep IHCP updated termly and share with staff.  Photo consents  Monitor and update first aid boxes  Medical info updated in safeguarding folders  Orange safeguarding folders kept up to date  DSL posters around school kept up to date |
| MAIN TASKS AND RESPONSIBILITIES: | Develop and implement highly effective attendance strategies within school, to ensure that the whole school attendance is at least 96%.  Actively encourage excellent attendance through rewarding high/improved attendance e.g. through letter home, certificates.  Ensure all registers for YR to Y4 are taken promptly to ensure accurate monitoring of daily attendance, and in line with safeguarding procedures.  Closely monitor and report on daily attendance, with a sharp focus on vulnerable groups, and students with attendance below 90%.  Attend regular meetings with DSL, SENCO, Safeguarding Team and SLT to support the setting of attendance targets, to agree personalised support plans, and to coordinate the reintegration of persistently absent pupils back into school.  Attendance at and contribution to fortnightly ‘vulnerable pupil meetings’ regarding attendance and medical concerns with SENCO + Head teacher, SLT.  Produce and implement ’Attendance Improvement Plans’ for students with low attendance, including those with medical conditions, liaising with colleagues and parents as required. |
| WELFARE: | Act as the primary point of contact for students (and parents of students) with ongoing medical conditions, with responsibility for each student’s ‘medical plan’ whilst in school ensuring information is shared with staff as appropriate.  With SLT undertake home visits when required, as part of ensuring positive home-school communication, to help resolve barriers and encourage attendance.  Organise appropriate support for pupils and families through school, local authority services or other agencies in consultation with SLT.  Represent the school for attendance matters at case discussion, conferences, Multi Agency Forums, or any other relevant form.  In liaison with the DSP, refer cases to the Hertfordshire Safeguarding Team when required, ensuring clear communication and excellent record-keeping.  Undertake the supervision of Education Supervision Orders made in the family court under provision of section 36 of the Children’s Act.  Support pupils who join the school ‘mid-year’ with settling in and making a positive start to their time at Layston.  Support individual pupils to improve attendance through agreed counselling/mentoring programs, liaising with MH lead and pastoral staff.  Play an active role in the Safeguarding Team as a Deputy DSL, including ensuring full and up to date Level 2 Safeguarding Training.  Remain up to date on all legislation relating to school attendance, advising SLT of any impending changes.  Perform other reasonable duties within scope of skills as directed by line manager – some of which may involve out of hours working.  Support First Aid call outs, at specific times (on a rota basis) Checking First Aid bag and monitoring termly.  Undertake a full program of duties, including before school and at lunch time. |
| KNOWLEDGE, EXPERIENCE AND TRAINING | Full working knowledge of all current attendance legislation  Maintaining CPD relating to matters affecting students’ health  Full working knowledge of child protection procedures  Full understanding of pupils’ support services available within school and offered by outside agencies  Evidence through DBS check and recruitment process of suitability for working with children |

Agreed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job holder) Date\_\_\_\_\_\_\_\_

Agreed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) Date\_\_\_\_\_\_\_\_