

**Ashton Community Science College**

Job Description

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| **Post:** | Attendance Welfare Coordinator |
| **Reporting to:** | Attendance Lead |
| **Responsible for:** | Family outreach and improving attendance as part of the attendance team |
| **Working Hours:****Working Weeks:**  | 37hrs38 weeks + 2days – possible additional scope to work during holidays to be negotiated on appointment. |
| **Salary/Grade:** | Grade 6 |

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| **Job Purpose** |
| This is a vital role that combines outreach, casework, data analysis and partnership working. You will play a central part in helping re-engage pupils with education, ensuring every student has the opportunity to thrive. |

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| **Accountabilities / Responsibilities** |
| **Family Support and Outreach*** Collect and transport students to and from school where needed
* Develop links with students transitioning into the school to promote school ethos of regular attendance
* Build positive and trusting relationships with families, particularly those who are hard to reach.
* Conduct home visits and meet with parents/carers in school to support all pastoral teams to improve welfare of pupils.
* Be an advocate for pupils, supporting and promoting their welfare, championing the needs and rights of those who are vulnerable or have complex needs, ensuring that their voices are heard and responded to.
* Work closely with the pastoral, SEND and safeguarding teams to identify social, emotional or logistical barriers to attendance.
* Work collaboratively with parents/carers and agencies to ensure that barriers to attendance are removed by offering practical advice and emotional support to families, helping them understand the importance of attendance.

**Attendance Strategy and Data Analysis*** Work with the attendance lead to develop and implement attendance strategies
* Monitor, collate and analyse pupil attendance data to identify patterns and inform interventions
* Take the lead on a cohort of students, produce and implement individualised attendance improvement plans for our most vulnerable pupils.
* Co-ordinate the preparation of reports on attendance for the attendance lead, senior leadership team and governing body.

**Legal Compliance and Partnerships*** Ensure maintenance of accurate and factual attendance records which could be used in evidence in legal interventions
* Coordinate the preparation of paperwork in relation to Fixed Penalty Notices
* Liaise effectively with external agencies
* Identify through EHAs (Early Help Assessments) where additional support/services may be required
* Keep up to date with all relevant legislation and DFE guidance around attendance

Individuals in this role may also: 1. Provide support and guidance to other support staff.
2. Contribute to the development of activities to encourage family involvement in the school.
3. Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence
4. Provide advice and support to parents / carers of excluded pupils
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| **General**  |
| * To work within school policies and procedures
* To contribute to the provision of an effective environment for learning
* To attend skills training and participate in personal/performance development as required
* To take care for their own and other people’s health and safety
* To have a responsible and diplomatic approach to matters of a confidential nature
* Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher
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| **Additional supporting information – specific to this post or postholder** |
| * Working pattern is flexible according to school needs and may involve working outside of the published school day.
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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: 20/05/25**