

Job Description Temple Sutton Primary School



Job Title:	Attendance and Pastoral Officer
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Pay scale:	
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Location:	Temple Sutton Primary School
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Responsible to:	Deputy Head Teacher
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Purpose:	<ul style="list-style-type: none"> ■ To improve whole school attendance by working closely with children and families with poor attendance. ■ To work with individuals and families to reduce the rate of persistent absenteeism. ■ To support families with children who may be school refusers ■ To identify barriers to learning and put strategies in place to remove those barriers. ■ To provide specialist support for pupils with Social, Emotional, Mental Health needs (SEMH), helping them to develop strategies to enable them to regulate their own emotions. ■ To work closely with the SENCo and Inclusion Team in order to safeguard and support the wellbeing of all pupils.
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Job context:	This role will provide opportunities to work in partnership with colleagues as part of the school's Inclusion Team.
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Key areas of responsibility

Attendance	<ul style="list-style-type: none"> ■ To monitor and manage student attendance to promote regular attendance and punctuality. ■ To liaise with other staff to monitor attendance and take action to support families in accordance with the school's procedures. ■ Carry out attendance meetings with families in order to provide appropriate support to families. ■ To carry out home visits where necessary. ■ Coordinate and complete relevant paperwork to manage attendance. ■ To work alongside the Soutend on Sea attendance team
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	<ul style="list-style-type: none"> ■ To collaborate and coordinate with external agencies to provide additional support to families.
Pastoral	<ul style="list-style-type: none"> ■ To develop a positive working relationship with identified pupils, providing them with a source of additional support. ■ To support pupils with SEMH needs to successfully integrate into their classes by developing their confidence, self-esteem, resilience and social skills through individual and group work. ■ To establish good working relationships with pupils and parents. ■ To meet with families of new pupils to welcome them into the school community and identify any possible causes for concern. ■ To maintain formal and informal contact with families, ensuring they are supported.
Working with staff	<ul style="list-style-type: none"> ■ To attend and contribute to reviews and planning meetings for individual pupils. ■ To take part in training and other meetings as required, including supervision. ■ To work with staff to develop strategies for managing pupils' behaviour and SEMH needs.
Other responsibilities	<ul style="list-style-type: none"> ■ To engage in Continuous Professional Development (CPD) opportunities which enable the post-holder to meet the needs of pupils and the aims of the school. ■ To undertake other duties that may reasonably be required from time to time.
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none"> ■ undertake any training commensurate with the post; ■ show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others; and ■ support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business.</p> <p>This job description does not form part of the contract of employment.</p>

Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications	<p>Relevant qualifications and/or experience in working with children, young people and families.</p> <p>UK driving licence and use of a car, as your work may involve visiting outside agencies and pupils at home.</p>	<p>Accredited Learning Mentor.</p> <p>Safeguarding Training.</p> <p>First Aid at Work Qualification.</p>	<p>Application</p> <p>Interview</p>
Professional Experience and Knowledge	<p>Experience of working with other professionals and multi-disciplinary teams.</p> <p>An understanding of education, including the roles and responsibilities of teachers and support staff.</p> <p>A good understanding of child development.</p> <p>A good understanding of children with Social, Emotional, Mental Health Needs.</p> <p>An awareness of some of the current issues affecting children and young people, and our local context.</p> <p>A good understanding of the needs of children, particularly those with complex emotional, social or behavioural needs.</p>	<p>Knowledge of inter-agency provision which supports schools and families.</p> <p>Ability to facilitate/deliver workshops to parents or the willingness to learn.</p>	<p>Application</p> <p>References</p> <p>Interview</p>
Personal aptitude, qualities and skills	<p>Able to assist in maintaining high expectations and standards of learning and behaviour throughout the school.</p>		<p>Application</p> <p>References</p> <p>Interview</p>

	<p>Willingness to undertake training as appropriate.</p> <p>Able to collaborate with others and work as part of a team.</p> <p>Positive about working with hard to reach families and young people.</p> <p>Good computer skills - able to use email effectively and other basic software.</p> <p>Excellent communication, both verbal and written.</p> <p>Able to deal with confidential information sensitively and appropriately in line with school policy.</p> <p>Confident and assertive.</p> <p>Sensitive to the complex nature of some family situations.</p> <p>Good organisational skills and ability to prioritise work and make decisions under pressure.</p>		
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