

JOB DESCRIPTION

Post: Attendance/Welfare officer

Salary: LBR 5 point scale 12

Contract Type: Temporary 1 Year contract (Initially)

Working Pattern:

Hours: 36 hours per week term Time + 1 Week in holidays

Accountable to: Head Teacher / Office Manager

Accountable for: The attendance/ welfare officer should carry out all professional duties as an attendance/ welfare officer in accordance with and subject to conditions of employment as set out in School Staff Handbook.

It is the contractual duty of the Attendance/Welfare officer to ensure that his/her professional duties are discharged effectively.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Head teacher by the Attendance officer/Welfare. The duties set out below relate to the overall Attendance officer/Welfare requirements and related expectations.

Purpose of Role

Looking for a School Attendance/Welfare officer to begin working in a role starting in September!

A School Attendance/Welfare officer is required to join our pluralist Jewish primary school in Redbridge.

The role would suit an applicant with prior Attendance officer/Welfare administrative experience but also an individual with an excellent background in professional services.

As a School Attendance officer/Welfare, you will need to be a capable individual with assured skills in admin, communication and customer service. As a School Attendance officer/Welfare, The Attendance Welfare Officer will work closely with the school office manager and other members the senior leadership team to promote and encourage the attendance of all students, and where necessary, provide practical and emotional support to remove any barriers from attending school. The ability to empathise, as well as promote a positive, optimistic attitude to learning and achievement through regular attendance at school, with students and their families/carers is essential. A commitment to continuing professional



Headteacher: Mrs Margot Buller Chair of Governors: Mrs Louise Dorling
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Tel: 020 8551 1097

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development. They may also be required to undertake any of the duties delegated from the Head Teacher or their direct Line Manager.

Job Title	Attendance Welfare Officer
Reports to	Head teacher School Office Manager
Liaison with	Students, Parents, Teaching staff, Support staff, Head teacher
Job Purpose	To adopt a proactive approach to promoting and encouraging the attendance of all students and where necessary, enforce the school attendance policy for those who have low attendance or are at risk of low attendance. Ensuring and upholding the Jewish ethos of the school.



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Duties	• Liaise with staff to achieve high levels of student attendance, particularly focussing on driving forward improvements in the attendance of disadvantaged groups • Increase school attendance through working effectively with individual students, groups of students and their families / carers • Telephone parents of those students whose attendance is low or at risk of being low and not meeting national expectations of school attendance and advise and encourage improved attendance • Support with school/nursery admissions • Liaise with external agencies as appropriate and necessary • Ensure that daily attendance returns are completed and the school's legal requirements are met • To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals. • Assist in the liaison with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality. • Liaise with school nurse in creating care plans for the children who require them • Ensure Care plans are up to date • Monitoring First aid and ordering any supplies needed • Update school website and other social media pages such as Facebook =
	• To report any welfare and/or child protection concerns as per the school policies and procedures • To assist in the completion of accurate statistical returns regarding student attendance and punctuality as required by the school, local authority and DfE



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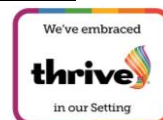


General Administrative Duties	• To facilitate the efficient and effective administration of the school • To support and facilitate the work of appropriate teaching and support staff • To be aware and support the needs of the students in the school • To carry out basic clerical tasks, including filing, word processing, Integris updating the system as appropriate as requested by the office manager/ head teacher • To mutually support other administration staff in the completion of their duties
General	• Supportive and understanding of the Jewish ethos • To demonstrate Clore Tikva School values and promises 'In Pursuit of Excellence' • To be committed to safeguarding and promoting the welfare of young children in line with the Governing Body's expectations of all staff and volunteers • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To respect confidentiality at all times • To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate • To undertake any training and development commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager



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	The duties above are neither exclusive nor exhaustive and the post holder and may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.
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