

FOREST HILL SCHOOL

Attendance & Welfare Officer

Student attendance and the welfare of students are at the heart of pastoral care at Forest Hill School and as such this role plays a key part in ensuring students' well-being.

The School is currently seeking a dynamic individual to provide support to the Inclusion & Pastoral Teams in dealing with the attendance and welfare of students, to act as first point of contact for parents and to be responsible for implementing the relevant sections of the School's Attendance policy

The successful applicant will act in accordance with professional codes all times, including maintaining strictest confidentiality when dealing with sensitive information. They will have excellent organisational and communication skills and the ability to be flexible in responding effectively to a range of diverse demands. Experience of working in a school setting and using school systems such as SIMS is ideal

**FOREST HILL SCHOOL
JOB DESCRIPTION**

Post: Attendance & Welfare Officer

Grade: Scale 5- Subject to Single Status Evaluation

Hours: 35 hours per week TTO (40 weeks per year)

Reporting To: Inclusion Manager & Deputy Head – Behaviour & Inclusion

Post Title:	Attendance & Welfare Officer
Purpose:	<p>Working as part of the Inclusion & Pastoral team to support the staff of the School in dealing with the attendance and welfare of students, to act as first point of contact for parents and to be responsible for implementing the relevant sections of the School's Attendance Policy.</p> <p>The school has a dedicated office for this role for which the Attendance and Welfare Officer will be responsible.</p>
Reporting to:	Inclusion Manager & Deputy Head – Behaviour & Inclusion
Responsibilities	<p>Attendance</p> <ul style="list-style-type: none"> • Ensure all students are registered in the morning and afternoon • Track and resolve missing registers keeping an accurate and up to date record • Work with form tutors to rectify unexplained absences • Contribute to the School Census • Work with the admin team to contact the parents of am registration absentees as agreed with the Head of House. • Communicate effectively with Heads of House to inform when

	<p>assigned tasks are completed and records updated</p> <ul style="list-style-type: none"> • Alert the Deputy Head of House if unauthorised pm absences occur • Monitor individual student absence and alert Heads of House of any concerns • Create/publish the whole school attendance tracker tool on a weekly basis. • Create/publish other relevant statistics for each student/Tutor Group/year group/whole School as necessary. <p>Monitor and Alert Head of House, Faculty Leader and Deputy headteacher if unauthorised codes exist due to parental consent not being submitted and/or teachers not updating registers with correct codes</p> <ul style="list-style-type: none"> • Work closely with the Lewisham Attendance & Welfare Service to ensure that non- attendance is addressed and resolved- including the issuing of court warnings and fines • Mentor individual students as necessary • Meet with Head of House regarding attendance on a weekly basis and keep notes on each House logging them onto the tracker tool • Liaise with the Attendance Service to co-ordinate home visits • Manage and update the Attendance Tracker Spread sheet for each Year House • Prepare, send and electronically file attendance and punctuality letters in accordance to school policy. • Meet with parents/carers as necessary <p>Write and implement Attendance Support Plans at the request of Head of House.</p> <ul style="list-style-type: none"> • Insert the correct codes, in advance, for school trips
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	<p>Student Welfare</p> <ul style="list-style-type: none"> • To be responsible for the security/good order/cleanliness of the medical room • To maintain first aid and medical supplies store • To keep any students' medications secure • Maintain an accurate and up to date electronic record of all student medical appointment information and absence notes • Monitor expiry dates of all student medications and work with parents to ensure replacement medication is provided where required • To be responsible for collection, maintenance and review of student medical records and to keep them securely • To disseminate medical information about students to staff and notify staff of students' medical needs where necessary • To provide first aid treatment when required • To implement the Academy's Health & Safety policy with particular regard to medical treatment, first aid procedures, hygiene and infection control • To liaise with parents on health & safety issues as required • To ensure Health Care Plans, provided by the School Nurse, are in place and updated as appropriate • To assist the VP and 2nd In Charge Pastoral Care through liaison with the Learning Trust, to monitor and update Medical Welfare Policies • To liaise with the School Nurse in terms of statutory requirements for students • To oversee and assist with all necessary administration pertaining to Medical Welfare and after appropriate training to administer medication as required • To liaise with NHS staff to co-ordinate vaccinations for students and facilitate these being administered in the Academy. • To liaise with outside agencies such as the Attendance Service Officer / hospitals and medical professionals regarding student welfare • To provide staff leading Academy trips with required medication and information in line with students' Health Care Plans
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- To liaise with the 2nd In Charge Pastoral Care & VP on day to day management pertaining to medical care and welfare
- General
- To support reception staff in dealing with parents and students if required
- To cover reception at the request of the VP, AVP or 2nd In Charge Pastoral Care.
- To manage the spare uniform stock and the supplies required by Head of Years to ensure the Academy Uniform Policy is followed by students at all times

Inclusion Panel

1. Attendance at weekly Inclusion Panel meeting
2. Assessing the needs of students identified as vulnerable through the Inclusion Panel and House systems and putting in place school based and/or external agency intervention
3. Liaison with students, staff, parents and external agencies
4. Providing informal consultation to Learning mentors, LSA's and other staff members who are working with students with complex needs

Student Support Services

1. Co-ordination of TAC (Team around the Child) and TAF (Team around the Family) meetings on behalf of the School in conjunction with the relevant outside agencies
2. Close liaison with relevant staff especially the School Attendance Officer, Heads of House and House Officers to ensure the highest standards of care for our most 'at risk' young people
3. Meeting with students, parents and staff in order to compile information for CAF referral

	<ol style="list-style-type: none"> 4. Completion of CAF with parents and students when appropriate 5. To recruit, train and manage a team of 6th form students to run the lunch time games club for vulnerable students. <p>Other Duties</p> <ol style="list-style-type: none"> 1. To carry out any additional duties commensurate with the grade and nature of the post as required by the Headteacher or the Senior Leader with responsibility for Inclusion and Pastoral support. <p>This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification at any time after consultation with the post-holder.</p>
<p>Responsibilities as a member of staff:</p>	<ol style="list-style-type: none"> 1. To ensure an appropriate individual response to whole school priorities 2. To support the personal and social development of students within the school. 3. To engage actively in the Performance Management Review Process 4. To implement all school policies 5. To attend meetings as required 6. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
<p>Personal Qualities: the Postholder is expected to :</p>	<ol style="list-style-type: none"> 1. Actively support and promote the curriculum, pastoral and spiritual aims of the School. 2. Be committed to team work within all aspects of the school 3. Be pro-active in terms of furthering their professional knowledge and skills 4. Be punctual for all commitments 5. Be professional in the way that they carry out all aspects of their role

	and in their relationships with all members of the school community.
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