

**POST TITLE:** Attendance & Pastoral Support

**NAME OF SCHOOL:** Halley Primary School

**HOURS:** 35 hours per week + 7 days

**SALARY SCALE POINT:** Scale 5

**CONTRACT TYPE:** Full-time | Permanent post

**RESPONSIBLE TO:** Headteacher, SLT and SENCo

### **JOB PURPOSE**

- To assist the Headteacher in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with a specific focus on those facing barriers to learning and medical needs.
- To help raise standards of achievement and attainment for all pupils, through a focus on good attendance, parent partnership and addressing factors which may affect an individual's progress and well being
- To work in partnership with Headteacher, Inclusion and SEND AHT the Local Authority AWA, the School Nurse
- To work in partnership with parents to support their child's learning, both as a point of contact for information/signposting, and through providing training, support and advice.

### **SAFEGUARDING CHILDREN**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and take responsibility for promoting and safeguarding the welfare of children and people within the school.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To monitor and report on whole school attendance, identifying key areas and pupils of concern.
- To act as a point of contact for parents/carers in relation to pastoral and behavioural issues.
- To encourage parents to participate in the life of the school in a variety of ways
- To gather information about local services for pupils and their families and keep them informed of new developments and ongoing local community activities and services.
- To co-ordinate and deliver information sessions, workshops, events and accredited training which enable families, parents and carers to support their child's learning and development.

### **PUPILS SERVICES / ADMINISTRATION**

- Manage the School's management information system to input, maintain, and extract information as required for the management of pupil data.
- To ensure the daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- To ensure pupil medical information is updated and staff are aware of the individual needs of pupils
- To manage the liaison with parents and external agencies; including the School Nurse, Social Workers, Educational Psychologist, Extended School SW, Attendance & Welfare officer and others as required.
- To support School's Office Manager with the maintenance of confidential pupil record files. In conjunction with the Office Manager organise in-year & end of year transfer of records.
- Support the School's Office Manager with preparation for attendance returns for school census

## **ATTENDANCE**

- Monitor attendance and liaise with the School's Office Manager, Attendance and Welfare Adviser, Inclusion and SEND AHT and Headteacher to improve pupil attendance through targeted family engagement and support including those who are vulnerable or have persistent poor attendance.
- Monitor pupil attendance and punctuality liaise with families for lateness and attendance concerns.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school policy and procedures.
- Manage extended leave requests and issuing of penalty notices
- Produce returns for the Local Authority as required.
- To develop and maintain strategies which promote good attendance and punctuality
- To produce and submitting data and reports termly for Governing Body and when required
- To support staff in working with new arrivals to school and those with English as an additional language

## **ADMISSIONS**

- To provide support for the organising and managing the administrative procedures relating to admissions, pupil records and photos, and pupils with SEN.
- Liaise with pupil services with regards to school admissions and provide information required verbally and using the USO-FX system.
- Undertake all statutory administration associated with new and in-year admissions.
- Maintain an overview of class lists with a view to admissions and in-year transfers.
- To ensure that all appropriate records are complete and maintained and necessary returns are completed and submitted by published deadlines.
- Arrange for the parents/carers of newly admitted pupils to attend an admissions meeting.
- To maintain all pupil records in an accurate and timely fashion – both electronic and paper files.
- Administer procedures relating to pupils transferring into and leaving the school with particular reference to Child Protection procedures for children missing in education.
- To support and co-ordinate the secondary transfer process with the Year 5 and 6 Assistant Headteacher
- Assist in the end of year transfer of pupil records

## **PASTORAL & SAFEGUARDING**

- To carry out the role of Deputy Designated Safeguarding Lead (DDSL)
- To work closely with SLT and the SENCo and other staff to ensure that all pupils who are vulnerable or at risk are identified early and have effective provision to meet their individual needs.
- Identifying concerns over a child and taking action to raise these concerns in the appropriate forum as part of 'staged intervention'.
- Collaborate with partners, such as health and social services, the community and other external agencies to help pupils and families overcome difficulties in family life, and outside the classroom, that affect learning, including Early Help service and student social workers.
- Liaise with the local Children's Centre to access resources and training for parents.

- To co-operate and work with relevant agencies to protect children
- To support families with significant difficulties and liaise with relevant agencies where necessary, identifying available help and completing CAFs and EHAs to record available support, taking on the role of lead professional as required
- To work with parents and the School Nurse to ensure timely completion of Care Plans for pupils with short term or chronic medical needs
- To act as a nominated First Aider and be able to administer basic first aid to pupils and staff and, where previously agreed by the Headteacher, medication to pupils and staff in line with the School's policy.
- To hold and maintain a Paediatrics First Aid Qualification.

### **ORGANISATION AND COMMUNICATION**

- Establish and maintain good and trusting relationships with parents, through sound communication and consultation procedures, both within the school and with all appropriate agencies
- To ensure that all personnel are well informed and have all the information they need in order to support the work of the AWA and the School Nurse
- To take responsibility for the day-to-day liaison with parents, both for ad-hoc contact and through a planned calendar of events within the school and the wider Local offer and Stepney Schools Partnership
- To work in collaboration with the school's admin team to ensure an efficient service to everyone in our school community.

### **KNOWLEDGE**

- To have due regard for safeguarding, child protection and promoting the welfare of children and young people. Follow the child protection procedures, statutory & those adopted by the school and the Local Authority.
- Have knowledge of the Health and Safety at Work Act and how it applies in relation to the post.
- Be aware of and comply with the Data Protection Act ensuring all information is treated confidentially and to have absolute discretion at all times.

### **STAFF DEVELOPMENT**

- To support the induction of newly appointed support staff, ensuring they have adequate support as part of their initial and ongoing induction.
- To develop links with partnership schools to support staff development.

### **HEALTH & SAFETY**

- To work in partnership with other leaders and the premises manager, supporting knowledge, understanding and implementation of the school's health and safety policy
- Undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety & welfare.
- To act as a fire marshal.

### **GOVERNANCE & COMPLIANCE**

- To attend and prepare reports for the Governing Body as required.

## **GENERAL ADMINISTRATION / OTHER DUTIES**

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher.
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.
- Participate in the school's appraisal and professional development cycle, ensuring that objectives are set and met within the agreed time-scale.
- Attend and participate in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.
- To attend parent conferences and meetings when required
- To attend relevant training and networking opportunities to develop skills and share experience.
- To work in collaboration with the School's Business Management Team to ensure an efficient service to everyone in our school community.

## **WORKING WITH THE GOVERNING BODY**

- To attend and prepare reports for the Governing Body as required

## **PERFORMANCE MANAGEMENT**

- Performance management assessment will be based on the responsibilities listed above and judgement will be made against these within the agreed time scale, as part of the School's performance management cycle.

## **PROFESSIONAL CHARACTERISTICS**

- Demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:
  - inspiring trust and confidence,
  - building team commitment,
  - engaging and motivating pupils,
  - analytical thinking,
  - taking positive action to improve the quality of pupils' learning.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by Governors.

## **EQUALITY OPPORTUNITY**

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

## **OTHER DUTIES AND RESPONSIBILITIES**

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To undertake other reasonable duties commensurate with the grade of the post
- To undertake training as required for the role

## **ORGANISATIONAL DETAILS**

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

\_\_\_\_\_ Signed by (Post holder)

\_\_\_\_\_ Signed by (Headteacher)



Tower Hamlets Education Partnership  
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**PERSON SPECIFICATION cont.**

*We are seeking a person who communicates enthusiasm, drive and determination.*

Please construct your personal statement to show evidence of:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Math A to C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or the equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school office</li> <li>Extensive experience of using Microsoft office (Excel, Word, Publisher)</li> <li>Experience of completing LA annual returns</li> <li>Experience of working with parents and children from a range of backgrounds in a diverse inner-city environment</li> <li>Experience of developing successful initiatives to engage parents in school life and their child's learning and development</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using and maintaining the school's management information system (RM Integris)</li> </ul>
<b>Professional knowledge, &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Proven track record of CPD with specific training to advanced level in the areas of Child Protection and Safeguarding</li> <li>Knowledge and understanding of how children learn, and the barriers to good progress and high achievement</li> <li>Knowledge of good practice in tackling pupils' under-achievement</li> <li>Knowledge of good practice in the safeguarding of children</li> <li>Knowledge, understanding and commitment to the principles, practice and statutory requirements of equal opportunities, social inclusion, health and safety, child protection, safeguarding and SEN, to promote a culture that values diversity and difference</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate excellent written and oral communication skills, particularly with parents and children</li> <li>Ability to keep accurate records and monitor and analyse data</li> <li>Ability to build and maintain excellent professional relationships with children, parents, colleagues and across agencies, dealing sensitively with people and resolving conflicts</li> <li>Ability to lead and manage people to work effectively, both individually and in</li> </ul>	<ul style="list-style-type: none"> <li>Ability to seek, develop and sustain new and worthwhile partnerships</li> </ul>

	<p>teams</p> <ul style="list-style-type: none"> <li>• Ability to treat all families with understanding and respect and to uphold information-sharing protocols</li> <li>• Ability to lead and participate actively in CPD</li> <li>• Ability to seek advice and support when necessary</li> <li>• Ability to investigate and resolve issues and make decisions</li> <li>• Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills</li> <li>• Ability to speak a community language</li> <li>• Excellent ICT skills</li> <li>• Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to promote the learning ethos of the school, supporting our vision for excellent education, which develops happy, confident, successful and caring young people</li> <li>• Respect for the views of all stakeholders and a commitment to their involvement in the learning process</li> <li>• Ambition, energy, enthusiasm, determination and drive</li> <li>• Resilience, reliability, professionalism and integrity</li> <li>• Thoroughness and efficiency with an attention to detail</li> <li>• Commitment to developing the role by undertaking additional training and seeking out opportunities to enhance and update practice</li> <li>• Commitment to team working to achieve a common goal</li> <li>• Positive work ethic – being flexible and going the extra mile</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Additional</b></p>	<ul style="list-style-type: none"> <li>• A DBS enhanced disclosure</li> <li>• Flexible working hours, which may involve occasional out of hours work</li> </ul>	<ul style="list-style-type: none"> <li>• To work on parent’s evening and Governors meetings with additional pay or time off in lieu as agreed with Office Manager</li> </ul>