

PASTORAL & ATTENDANCE officer

Job Description and Person Specification

Job Title: Pastoral & Attendance Officer

Main Function: This is a key role, supporting attendance monitoring and tracking as well as the provision and delivery of wellbeing, support and safeguarding for pupils at Shoreham College. The position will require you to assist with and contribute to the care and supervision of pupils as well as being an information point for pupil wellbeing within the College. The successful candidate will jointly manage the wellbeing centre and provide specialist support, in order to remove barriers to learning and uphold the highest standards of well-being, attendance and behaviour, ensuring positive outcomes for pupils. The post is full time, term time only but you will be expected to work for a few days as required at the beginning and end of the school year.

Reporting Line: Designated Safeguarding Lead, working closely with the Assistant Head - Pastoral

Overall Responsibilities

Safety, wellbeing and behaviour

- Will assist in developing and implementing policies and practices which reflect our commitment to positive behaviour and emotional well-being;
- Ensure actions are taken to promote the inclusion and acceptance of all pupils, tackling discrimination and bullying in accordance with the College's policies;
- Support the pastoral teams in identifying vulnerable pupils and working with them in a variety of contexts to address their needs;
- Lead 1:1 or small group support for pupils identified as having additional pastoral or safeguarding needs;
- Act as a single point of contact for those pupils identified as having additional pastoral or safeguarding needs;
- Involvement in developing support plans and coordinating multi-agency work to support pupils' welfare, progress and achievement;
- To make timely referrals to external agencies in consultation with the Pastoral Manager, DSL and Deputy DSLs;
- Ensure administrative duties related to Safeguarding protocols are complete and up to date for all pupils presenting safeguarding concerns. Liaise with staff as appropriate to gather information that is needed to complete and compile reports required for outside agency meetings;
- Support the successful transfer of pupils between Key Stages. Identify and plan activities to support transition of identified vulnerable pupils;
- Support intervention for pupils who are presenting a safeguarding concern; recording actions in accordance with the Child Protection/Safeguarding Policy.

Attendance

- Lead, develop and implement policies and practices which reflect the College's commitment to high levels of attendance;
- To ensure the electronic register system is updated daily investigating any missing data with class teachers;

- To input attendance data and investigating any missing data maintaining accurate attendance records;
- Monitor attendance and punctuality of pupils to plan and implement interventions as appropriate and promote positive engagement and attendance;
- To refer attendance related pastoral concerns to the Assistant Head Pastoral;
- Where appropriate, lead parent/carer meetings for pupils who are at risk of, or experiencing low levels of attendance. Record outcomes to support possible future intervention by outside agencies.

Communication

- Ensure effective communication/consultation with parents and carers including information about supporting their child at home;
- Carry out administrative tasks as required, including the preparation of referrals, pastoral and attendance data, pupil investigations and materials required for meetings;
- Establish productive working relationships, acting as a role model and setting high expectations.

Developing the practice of others

- Ensure that best practice is disseminated regularly and routinely across the College and that staff promote pupil wellbeing and positive behaviour.

Person Specification

Qualifications & Training Required:	<ul style="list-style-type: none"> • Having or working towards NVQ Level 4 or equivalent qualification, or experience in a relevant discipline.
Experience Required:	<ul style="list-style-type: none"> • Experience of supporting young people's well-being and safety; • Knowledge and understanding of the needs and issues facing young people and the support available for them; • Understanding of safeguarding legislation, policies and codes of practice; • Maintaining accurate records together with the ability to analyse and present information.
Knowledge/Skills Required:	<ul style="list-style-type: none"> • Good knowledge of Microsoft Office including Excel, Word and PowerPoint; • Strong literacy and numeracy skills.
Personal Attributes:	<ul style="list-style-type: none"> • The ability to build positive relationships with students and staff across the College; • A positive and can do attitude, with a solutions focussed approach; • Empathy; • Excellent communication and organisational skills.