



## Duke's Secondary School part of NCEAT

### Job Description

**Job Title:** Attendance & Welfare Co-ordinator  
**School:** Dukes Secondary School  
**Salary:** Band 4

**Responsible to:** Assistant Principal [Inclusion]

#### Key purpose

The main purpose of this role is to contribute to raising achievement by improving school attendance and punctuality for all students. You will work closely with our Education Welfare officer to support persistent absentees. In line with our Attendance strategy, you will complete registers, track students and regularly update key staff. You will be responsible for the highly confidential safeguard and welfare administration, keeping our electronic system up to date as well as, providing data to staff and overseeing any external referrals.

#### Main responsibilities

- The management of attendance data across the school
- The link person between the school and students/parents with regard to attendance
- Inform parents via parent via truancy call of absences and where necessary follow up with a call
- Produce statistics on a weekly basis of all student absences in Years 7-11. Supply reason for absence of all students with 10 or more days absence - Information passed to Assistant Principal / Year Lead / EWO
- Home visits to students with particular attendance concerns
- Liaise with heads of year and arrange meetings with students in school who at risk becoming persistent absentees
- Raise concerns with Heads of Year of patterns of absences, this may include a daily report
- Monitor lessons throughout the day to ensure that staff are completing registers accurately
- E-mail staff and Line Manager regarding missing AM and PM registers, lesson registers and any conflicting marks
- Produce paperwork and gather evidence for Penalty Notice fines

- Arrange meetings with parents who are at risk of referral due to low attendance
- Respond by letter to Leave of Absence requests
- Liaise with staff regarding any student leavers or admissions
- Communicate attendance concerns to parent / carers via telephone and letter
- Input trip information onto our electronic system
- Give support in the training of attendance on sims
- Follow up unauthorised absence where no reason for absence has been given
- Liaise with AEN regarding students with attendance concerns
- Do a late gate for a 15 minute period recording any students who are late into school
- Produce statistics regarding Lates
- Set up user-defined groups to target groups with particular attendance concerns
- To record attendance for those students attending Alternative Provision
- Support EWO with CME report
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
- To coordinate rewards and incentive programme
- Administrative tasks link to all safeguard and welfare concerns.
- To monitor staff training
- Uploading documents and monitoring of safeguard system
- Update DSL with any attendance concerns relating to students who are vulnerable
- Link person for external agencies
- Co-ordinate and collate data on referrals
- Ensure secure storage of confidential information
- Transfer any data when students are admitted or leave
- Collect files from Primary campuses

**Person specification:**

- Good standard of education
- Excellent ICT skills
- Able to work under pressure and use own initiative
- Effective communication and interpersonal skills with adults and children
- Confident and competent in the use of all aspects of MS Office and SIMS
- Active interest in young people and education
- Self-motivated and able to work with minimum supervision

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary without change to the level of responsibility appropriate to the grade of post.