



Park End Primary School Attendance and Pastoral Care Officer

Job Description

Main job:

The primary focus of this role is to have a positive impact on increasing pupil attendance and safeguarding the emotional and physical welfare of children.

Specific Responsibilities:

Operational Responsibilities

- Carry out first-day response home visits in response to absences and implement attendance routines.
- Communicate with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties
- Attend and contribute to a disciplined weekly attendance review.
- Contribute to and support the implementation of attendance support plans.
- Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students
- Work with identified poor attendance and disengaged students and their parents/carers on short and medium term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate
- Monitor and evaluate the effectiveness of strategies with individual students
- Develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school
- Work with Attendance team to identify, target and monitor persistent and severe absentees.
- Promote and safeguard the welfare of all children, ensuring adherence to child protection policies and procedures.
- Work collaboratively with school staff and external professionals to ensure the best possible support for children and families.
- Undertake additional responsibilities as required by the Headteacher, in response to the evolving needs of the school

Communication

- Communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school.
- Develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate
- Meet regularly with Attendance team to discuss current issues and developments relating to attendance and punctuality
- Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate

Safeguarding and Support

- Identify and support vulnerable children, working closely with staff to recommend and implement suitable interventions.

- To support with safeguarding referrals, ensuring all concerns are actioned promptly and records are kept up to date.
- Work with pupils who have child protection concerns, are deemed in need, or require additional support due to social, emotional, or health needs.
- Liaise with external agencies to safeguard children, attend multi-agency meetings, and act as a point of contact to ensure consistency for children and families within the school.

Monitoring and Quality Assurance

- Maintain safeguarding compliance in line with legislation and guidance, ensuring that best practices are followed.
- Monitor and report on attendance, behaviour, and pupil wellbeing, ensuring early intervention strategies are implemented and safeguarding procedures are followed.
- Ensure a robust attendance monitoring system, including regular communication with staff, parents, and pupils, and liaise with the Local Authority Attendance Team where necessary.

Support to Parents and the Community

- Develop positive home-school relationships, acting as a key link between families and the school, including making home visits where necessary.
- Provide guidance and signpost families to relevant support agencies, ensuring they receive appropriate interventions and providing support to access services where appropriate
- Work with families where there are pastoral and/or attendance concerns, addressing barriers and providing targeted support to improve engagement with education.
- To organise and facilitate parental engagement sessions to build relationships with hard-to-reach families and develop their understanding of how to positively contribute to their children's educational and overall development.

Developing Self and Working with Others:

- Take part in annual staff performance review with line manager.
- To create and maintain good working relationships among all members of the school community.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Comply with and assist with the development of policies and procedures relating to child protection, health and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the school complies with all current legislation.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Equality and Diversity:

- Park End is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity.

Safeguarding:

- Park End is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Confidentiality:

- All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.