Laleham Gap School Job Description

**Job Description: Wellbeing and Attendance Support Worker**

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| **School:** | **Laleham Gap School**  |
| **Grade:** | **Kent Range 6** |
| **Responsible to:** | **Assistant Headteacher**  |

**Job Purpose:**

The Wellbeing and Attendance Support Worker will play a crucial role in promoting positive attendance. By understanding individual reasons for non-attendance, you’ll collaborate with students, parents, and external agencies to improve attendance for our most vulnerable children. As a member of the Wellbeing Team, you will also be providing hands on support and interventions to students on a day-to-day who may require high levels of emotional support.

**Key duties and responsibilities:**

1. To ensure the electronic registration system is updated daily investigating any missing data with class teachers
2. To record student absences and late arrivals on Arbor, maintaining accurate attendance records
3. To develop the Attendance Policy and practice in relation to legislation relevant to attendance, children missing in education, home education, child employment and children entertainment.
4. Liaise with staff, parents and pupils where appropriate.
5. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils. Coordinate and deliver home tuition as required. Coordinate with parents and other professionals.
6. To Liaise with all relevant members of staff particularly around wellbeing interventions and support
7. To provide wellbeing support/interventions to groups of children/individuals as directed
8. To co-ordinate on planning, organising and implementing individual development plans for pupils (such as provision maps/EHCP provision plans), including attendance at, and contribution to, reviews.
9. To devise and co-ordinate individual support plans and risk assessments for pupils with severe learning and/or emotional problems to ensure pupils’ wellbeing, health, safety and learning needs are met.
10. Guide and support pupils in their personal, emotional and social development.
11. Coordinate work for pupils requiring alternative timetables
12. Monitor the attendance, punctuality, and progress of vulnerable and other designated groups of pupils.
13. To provide routine advice and support to parents regarding attendance issue and strategies for improvement – feeding back to the Senior Leadership Team, other staff and external agencies where appropriate.
14. To implement and promote incentives for improving attendance within the school – including attendance certificates and prizes.
15. To feedback to Senior Leadership Team where attendance is causing concern in line with the school's policy and to support Senior Leadership at formal meetings with parents/carers taking follow up actions as agreed.
16. To oversee “late” procedure and monitor pupils causing concern.
17. To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies
18. To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / texting
19. To work with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff and agencies as appropriate
20. To support school staff at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed
21. To process and action pupil holiday requests
22. To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure
23. To assist the Headteacher with the administration of referrals to the education welfare service / issuing of penalty notices
24. To undertake routine liaison with external agencies regarding attendance – eg KCC Attendance Service

In additional all members of the school community are expected to:

* Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Any other duties as described by the Senior Leadership Team

Laleham Gap School Person Specification

**Person Specification: Wellbeing and Attendance Support Worker**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | NVQ Level 2/3 |
| **EXPERIENCE** | Proven administration experiencePrevious experience of working with young people and their familiesExperience of using Attendance Modules in Arbor |
| **SKILLS AND ABILITIES****KNOWLEDGE** | Ability to work in an organised and methodical manner and maintain accurate recordsAbility to convey information clearly and accurately orally and in writing to a range of peopleAbility to take personal responsibility for organising day to day workloadAbility to work effectively and supportively as a member of the school teamAble to use own initiative to solve problems and respond proactively to unexpected situations.Able to deal calmly, tactfully and effectively a range of peopleAbility to show sensitivity and objectivity in dealing with confidential issuesDemonstrate an understanding of the work of a schoolDemonstrate a good understanding of the application of school’s attendance policiesKnowledge of a range of computer applications – including work Word / Excel / Powerpoint / ArborDemonstrate an understanding of confidentiality and child protection issues in a school setting |

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.