



## **JOB DESCRIPTION**

### **ATTENDANCE PASTORAL SUPPORT**

<b>Job Title:</b>	Attendance Pastoral Support
<b>School Phase:</b>	Secondary
<b>Reporting to:</b>	This post holder will report to The Senior Attendance Improvement Coordinator
<b>Reporting Lines:</b>	This post holder does not have any direct reports
<b>Grade:</b>	AR6

#### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To support the personal development, learning and welfare of the pupils;
- To ensure good order, discipline and appropriate behaviour;
- To be the main point of contact as the Pastoral and Learning Leader for the year group;
- To maintain high standards of attendance (aim is 96%);
- To promote a community of learners with purpose and passion while modelling the Turner Schools "Walk The Turner Talk" values in all aspects of the role.

#### **Responsibilities:**

Under the direction of the Senior Pastoral Leader and/or Raising Standards Leader:

- On a daily basis, monitor students' attendance and identify connections to their behaviour, wellbeing, and any necessary interventions to ensure the objectives listed above are met;
- To support pupils with attendance issues, liaising with the year teams, Senior Attendance Improvement Coordinator and Attendance consultant regarding strategies for individual pupils;
- To maintain pupils' records;
- To manage and monitor pupils in targeted attendance cohorts;
- To liaise with the Senior Pastoral Leader to support, manage and monitor pupils who are refusing to attend school due to sanctions;
- To liaise and make contact with parents, including meetings, parents' evenings etc;
- To support the Senior Attendance Improvement Coordinator and Attendance Consultant in addressing poor attendance and lateness, and in instigating Pastoral Support Plans (PSPs);
- To complete referral forms, liaising with other relevant faculty as necessary;
- To mentor and teach students in small groups, or on a 1:1 basis as necessary;
- To act as one of the DSL team, taking part in relevant communication with outside agencies as necessary;
- To support with transition events such as primary liaison, Y7 recruitment, transition & induction GCSE options, preparation for 6th form etc... in conjunction with the Senior Pastoral Leader;
- To liaise effectively with the SEND department to share relevant information and to co-ordinate support;

- To deliver small group work on resilience, emotional wellbeing etc. as directed by Senior Pastoral Leader or Raising Standards Leader;
- To prepare information as required by Senior Pastoral Leader, Attendance Consultant, Raising Standards Leader and SLT;
- To share information with other relevant parties;
- To attend and contribute to all relevant meetings as per the school meetings schedule;
- To set up, lead or contribute to and support the implementation and review of PSPs in conjunction with parents and other members of the pastoral team;
- To liaise with internal and external agencies in order to devise and implement strategies to overcome barriers to learning – in collaboration with the Senior Pastoral Leader, Raising Standards Leader, SEND Department, SLT etc;
- To support pupils returning to school after a prolonged absence, or who are on part-time timetables;
- To supervise areas as directed by Senior Pastoral Leader and Raising Standards Leader before school on a flexible basis;
- To be part of the duty teams run by the school (before, during and after the school day) as specified by SLT;
- To be out of the office and monitoring behaviour during lessons on a rotational basis;
- To be available to pupils at lunch time, break time and after school on a flexible basis;
- To produce letters and communications for parents / guardians with regard to attendance
- To support and provide cover for other Pastoral and Learning Leaders as necessary;
- To carry out, as requested, from time to time, any other relevant duties as may be reasonably required by the Senior Pastoral Leader, Raising Standards Leader, members of SLT, or the Principal;
- Specific accountability in addition to the above will be outlined explicitly in the Pastoral Handbook.

#### **Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools;
- To ensure that all duties and services provided are in accordance with all Turner Schools policies and the school's procedures in line with code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance development process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Senior Leadership Team not listed above;
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example. All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

#### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;

- Interest in playing a part, through education, in the regeneration of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

#### **Qualification Criteria:**

- Educated to degree level (preferable).

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Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **Turner Expectations**

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

#### **Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:



Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....