



THE ABBEY SCHOOL

A BUSINESS & ENTERPRISE ACADEMY

JOB DESCRIPTION

JOB TITLE: Pastoral and Attendance Support Coordinator

RESPONSIBLE TO: Director of Student Welfare & Conduct

The ethos of the school is one of shared responsibility, to which staff are expected to make a significant contribution. The expectation is that staff will present themselves professionally, be positive and contribute constructively to the life and work of the school.

Job Purpose:

To work as part of the Student Support Team (Pastoral and Attendance) assisting students, parents and staff by promoting positive behaviour and good attendance to school. To work across both teams flexibly, assisting with student attendance monitoring and logging as well as delivering pastoral support and guidance for students to so they can learn in a calm and safe environment.

This role is split between working in Attendance (approx 8.30am – 11am) and Pastoral (11am onwards) although at peak times this split may vary.

Principal Accountabilities & Specific Responsibility - Pastoral

- To support tutors to challenge and motivate students; promoting and reinforcing their self-esteem and helping them develop effective strategies for learning and behaviour.
- To collect information relating to successes, concerns and incidents from students.
- To support a case load of students who have been allocated by HOY or DOB acting as a support and communication link between the school and home, keeping relevant HOY informed.
- To liaise with parents and outside agencies and to occasionally attend meetings convened to discuss students' progress.
- To ensure that accurate records are maintained for all students outlining issues that have arisen and any action that has been taken.
- To deal with routine enquiries and correspondence and to refer matters to the Form tutor, Head of Year or other staff when necessary.
- Support Attendance Manager, HoY and DOB as required with matters relating to behaviour, attendance, uniform and equipment.
- Deliver interventions to support students in years 7-11. Monitor and record the interventions and provide data for impact analysis.

Principal Accountabilities & Specific Responsibility – Attendance

- Listen to recorded absence messages from parents/carers.
- Contact parents regarding absences. Input appropriate absence marks after parental contact.
- Monitor form registers, identify faults and omissions and ensure correct completion.
- Sign in students arriving after 9.20 a.m. and send to Reflection and sign out students leaving before 3.20 p.m.
- Input cover teacher registers.
- Amend attendance for students in Isolation.
- Input student attendance marks for those at other educational establishments
- Amend marks for students sent home for medical reasons and contact parents when unwell students need to go home.
- Send letters regarding unauthorised absences to parents not answering or responding to calls.
- Inform Attendance Manager of detected truancy and inform parents if the student leaves or has not attended the site, or cannot be found on it.

Personal and Professional Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct

- Staff uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position
 - Having regard for the need to safeguard students' well-being, in accordance with statutory provisions
 - Showing tolerance of and respect for the rights of others
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Contribution to School

- Assist in monitoring the appearance and general behaviour of students around the School, maintaining good order and sound discipline among students, including safeguarding their health and safety (where applicable)
- Be actively involved in the School's form tutor and house system (where applicable)
- Contribute to the School Improvement Plan where applicable (where applicable)
- Implement the School's agreed policies
- Participate in the School's Appraisal programme
- Cover for absent colleagues
- Participate in School based INSET
- Perform any other duty that their line manager might reasonably request
- To monitor the well-being of all students and report any concerns related to the safeguarding of students to the Designated Child Protection Co-Ordinator (DCPC)
- To be aware of and follow school policies relating to Health and Safety

Communication & Meetings

- Attend Staff, Department and other meetings as appropriate
- Support effective communication by forwarding documentation or memos to relevant staff and students
- Preserve and promote the good name of the School in all dealings with the wider public

In addition to the above you will be expected to comply with all of those terms connected with the job of your status as referred to in the Kent Scheme Conditions of Service Document (Blue Book).

This job description may be subject to change at any time in consultation with the postholder, and will be reviewed at least annually.

The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Services Check is required for all posts within the school.