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# HORNCHURCH

## HIGH SCHOOL

EXCELLENCE FOR ALL

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**Job Title:** Attendance & Welfare Officer  
**Responsible to:** Assistant Headteacher

### JOB PURPOSE

- To work with other professionals in the school to identify children with specific barriers to attending school and plan ways to overcome these to fulfil their potential.
- Complete home visits and welfare checks on targeted pupils to support and develop attendance.
- In collaboration with the Assistant Headteacher, take responsibility for the safety, well-being and social, emotional aspects of identified children's development.
- Develop and maintain robust pupil records around safeguarding and interventions.
- Provide and coordinate interventions to particular children in need.
- Run group sessions for identified pupils, targeting specific areas of concern and offering intervention to develop attendance.
- To promote positive attitudes towards regular school attendance/positive behaviour on the part of pupils and their parents/carers so that they derive maximum benefit and opportunity from their education.
- To ensure that the school fulfils its obligations under all relevant legislation.
- To provide programmes of intensive support to families of pupils who display a full range of barriers to learning or fail to meet attendance thresholds set by the school.
- To work with relevant support services within and outside the school.
- To secure relevant input from various service areas and partners to effect changes in families with poor school attendance and poor engagement with school.
- In co-ordination with the Assistant Headteacher, keep attendance policies updated and relevant information advertised on the school website.

### KEY RESPONSIBILITIES

- To understand and analyse school data, reports and trends in absence and achievement for the Assistant Headteacher.
- To work with the senior leadership team to challenge and support pupils/families where attendance/behaviour/attitude is below school thresholds.
- Investigate the underlying causes of poor attendance/behaviour/attitude to learning in individual cases and target resources by effective intervention to maximise attendance and achievement. Effective intervention will involve liaison with parents/carers and may involve social services to address the specific needs of children.
- Devise and develop a range of alternative actions to promote attendance and reduce barriers to learning.
- To contact and complete home visits to families in order to pursue concerns about attendance and other welfare issues.
- Support with first day calling, completing and updating contact logs.
- To contact families in order to pursue concerns about attendance and other welfare issues.





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- To have a working knowledge of relevant Education and Child Care Legislation, which has a significant influence on the functions of the Education Welfare Service. Be able to advise the school's senior leadership team, other school staff and parents/carers on the implications of such legislation and its practical application to schools, pupils and their parents.
- To complete administrative work related to attendance as required.
- To monitor, keep statistics, record, report and evaluate the implementation of all plans drawn up to remove barriers to learning for individual pupils - using the agreed policies, procedures and processes of the school.
- To be up-to-date with Ofsted criteria and judgements associated with school attendance and other related welfare issues such as mental health.
- To provide pupils and parents with an effective advice and support service. Liaise between a pupil's home and school involving other support agencies as appropriate, including social services, education psychologists, Tuition Service, medical and counselling services.
- To be familiar with the relevant school policies and procedures and provide relevant advice.
- On a day-to-day basis to be knowledgeable on up-to-date safeguarding guidelines on child protection issues.
- To maintain high standards in record keeping, letter and report writing. To be able to access education computer software, to obtain relevant information on pupil data.
- Effectively maintain lines of communication often in confrontational situations with parents
- To mediate between schools, parents and pupil. This would include initiating and participating in meetings to discuss ways of resolving presenting problems.
- To have an understanding of and ability to work with children from different cultures.
- To develop and implement an effective rewarding structure related to the Attendance Policy.
- To contribute to year assemblies and groups to reinforce the importance of attendance.
- To advertise attendance information to all stakeholders via the website, notice board and parental information booklets.
- To promote the safety of pupils and protect them from abuse, using the agreed procedures for identification, responding to disclosure and reporting to the relevant lead professional.
- To promote the speedy and effective transfer of pupil information on targeted pupils and to give individual pupil support during transition and transfer where necessary.
- To take part in the school performance management system, evaluating one's own performance and planning and carrying out personal professional development
- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.



Partnership Learning

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Hornchurch High School, Broadstone Road, Hornchurch, Essex RM12 4AJ



Home to Hylands Tennis Club



**H O R N C H U R C H**

**H I G H S C H O O L**

**E X C E L L E N C E F O R A L L**

- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Assistant Headteacher to carry out appropriate duties within the context of the job, skills and grade

Signature of Employee: ..... Signature of Headteacher: .....

Date: ..... Date: .....



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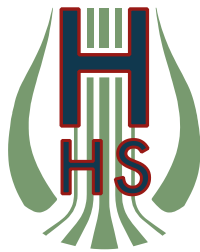
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### PERSON SPECIFICATION – Attendance & Welfare Officer

Skills & Abilities	Essential	Desirable	Assessed by
The ability to develop and maintain effective working relationships with other team members and contribute to the work of the team	✓		Application and interview
Ability to work in a demanding environment and meet deadlines.	✓		Application and interview
Excellent written and oral communication skills across a range of audiences	✓		Application and interview
Negotiation skills	✓		Application and interview
Problem solving	✓		Application and interview
To be able and willing to adopt a flexible and imaginative approach to work.	✓		Application and interview
The ability to prioritise work	✓		Application and interview
To be able to participate in meetings	✓		Application and interview
The ability to relate effectively to a diverse range of young people and adults	✓		Application and interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application and interview
Knowledge			
An understanding of the Education system	✓		Application and interview
A thorough understanding of child protection policies and procedures and a commitment to the principles of best practice	✓		Application and interview
The range of support services and facilities available to young people	✓		Application and interview





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Health and safety policy in schools and the responsibility of the individual in ensuring its implementation	✓		Application and interview
Equalities and inclusion policies and how these are implemented in schools	✓		Application and interview
To recognise and understand the reasons for non-school attendance.	✓		Application and interview
To have an understanding of partner agencies referral procedures		✓	Application and interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application and interview
<b>Qualifications &amp; Experience</b>			
GCSE grade 'C' (or equivalent) or above in English and Mathematics	✓		Application
Knowledge of basic ICT	✓		Application
Experience of working with families	✓		Application
A demonstrable commitment to continuing professional development	✓		Application and interview
UK Driving Licence and use of own car – home visits ( <i>Allowance for mileage</i> )	✓		Application