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| <b>JOB TITLE</b> | <b>Attendance, Welfare and Behaviour Coordinator (Secondary)</b> | <b>JOB REF NO</b> | <b>AAAE8003i (Indicative)</b> |
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**BASIC JOB PURPOSE** Provide an integrated support service with an explicit focus on welfare, attendance and behaviour which addresses the needs of individuals and groups of students in order to enable them to:

- Remove barriers to learning
- Learn effectively
- Become responsible, successful and confident learners.

| <b>NO</b>  | <b>MAIN RESPONSIBILITIES</b>  |
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| <b>1</b>   | To collate and update all absence data, including lates, medical and truancy absence. To investigate pupil absence from lessons during the school day and take appropriate action. Follow up unauthorised absences and behavioural issues by contacting parents.                    |
| <b>2</b>   | To work directly with students and families, Learning Intervention Managers and teachers to identify students who need 'bespoke' support for their welfare and behaviour and barriers to learning, then communicate relevant information and detail to staff and external agencies. |
| <b>3</b>   | To work directly with to support vulnerable students and their families identifying how their individual needs can be met, and delivering appropriate intervention programmes for them.   |
| <b>4</b>   | To act as first person 'On Call' to intervene in behavioural, attendance issues, with the clear aim of containing the incident. Gather information regarding the incident, take appropriate action and log the incident on the whole school monitoring system.                      |
| <b>5</b>   | To manage attendance and behavioural incidents on a daily basis, facilitating, monitoring and reviewing the needs of identified students. Inform the families of students who are causing significant concern. Oversee the support centre TA  |
| <b>6</b>   | To be the first point of contact for students requiring support and for dealing with referrals on issues relating to bullying, friendships, attendance/truancy, uniform & make-up, personal worries etc. and overseeing the School Counsellor case load                             |
| <b>7</b>   | To collate information and data on student attendance, welfare and behavioural issues, to ensure that all programmes of support have clear outcomes and an embedded process of evaluation supported through regular and robust monitoring.  |
| <b>8</b>   | To liaise with outside agencies with effective assessment and provision of services to meet the need of students.   |
| <b>9</b>   | To support the development of transition through all phases and work with Partner Primary Schools as appropriate.   |
| <b>10</b>  | To support induction for new students   |
| <b>11</b>  | To actively contribute to appropriate multi-agency support to ensure that student needs are met.  |
| <b>12</b>  | To value and celebrate student achievement at all opportunities in meetings with students and their families, thereby supporting the culture of Inclusion.  |
| Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |   |