



## St Peter & St Paul Carbrooke Church of England Primary Academy & Nursery

Headteacher: Mrs Hannah Wheeler

Church Street, Carbrooke, Thetford, Norfolk IP25 6SW

Tel: 01953 881537 Email: [office@st-peter-st-paul.norfolk.sch.uk](mailto:office@st-peter-st-paul.norfolk.sch.uk) Web: [www.carbrookeschool.co.uk](http://www.carbrookeschool.co.uk)

### **Job Description ~ Attendance & Pastoral Officer**

**Job Title:** Attendance & Pastoral Officer

**Role:** Permanent

**Salary:** Salary Scale F

**Responsible to:** Headteacher

#### **Purpose of role:**

- To monitor and promote high levels of school attendance and punctuality.
- To support pupils in their learning, development and the Academies safeguarding policy working closely with pupils, families and staff.
- To provide administrative support to a high standard, supporting the senior leadership and administrative teams in an efficient and professional manner

#### **Main Responsibilities:**

##### **Attendance**

- Proactively enact the Academies attendance policy by communicating with parents and carers
- Ensure compliance with regulatory requirements in attendance and making parents/carers aware of their legal responsibilities
- Undertake meetings with parents/carers when persistent absence starts to become evident and to understand the reasons for pupil absence and what actions can be implemented to improve attendance.
- Responsibility for monitoring attendance and punctuality for all pupils and to liaise with key staff members as necessary, including;
  - Record, update and amend pupil daily attendance records on the MIS system
  - Input attendance records and concerns on the online safeguarding platform CURA
  - Enter authorised absences from parental/carers communications
  - Collate unauthorised holiday absence documentation and undertake associated reporting
  - Assist the office team with late arrivals
  - Ensure teaching staff complete their registers promptly
  - Check those pupils who are on educational visits, sporting activities or other events outside of the Academy are recorded correctly



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- Receive and action any absence related messages in a timely manner
- Issue parent/carer communications for late, unauthorised absences, etc
- Promote good attendance at all times
- Follow Norfolk LA guidance in regard to Fast Track and efficient recording of telecoms and written communications between all parties and to prepare documentation and information for absence case sessions
- Collate data and information to the Designated Safeguarding Lead (DSL) and staff for meetings with Children's Services and to attend these if and when required
- Welcome back pupils following absence, liaising with Teaching staff on pupil progress and identification of any learning gaps reporting these to the Leadership Team
- Accompany the DSL on home visits as required
- Organise events and initiatives to encourage parent/carer engagement in attendance
- Undertake any other associated duties as may be required by the Headteacher

### Pastoral

- Support pupils and parents/carers with home/school transitions
- Following up with individual pupils with pupil voice and completing "feelings and wishes" linked to tier 2 services
- Work alongside the School Leadership Team (SLT) to support play/lunchtime issue resolution and associated pupil and parent liaison
- Involvement in parental support talking through pupil development and associated actions
- Undertake interventions with individual pupils or small groups of pupils including:
  - Drawing and talking
  - Time4me or play therapy
  - Lego therapy
  - Listening to small groups of pupils read, in line with our phonics programme (Little Wandle)

### General Accountabilities

- Ability to clearly demonstrate to stakeholders what is being undertaken to improve and maintain educational attendance
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.



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- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level (or equivalent) – Mathematics and English Language at GCSE grade 4 or above (or grade C or above)</li> <li>• Strong Literacy skills enabling the individual to communicate effectively to a range of audiences</li> <li>• Strong basic computing skills</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administrative experience</li> <li>• Experience working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Management Information Systems (MIS)</li> <li>• An understanding of school attendance or experience of working within a school office</li> <li>• Experience of working with a range of stakeholders verbally &amp; written</li> <li>• Experience of data analysis and producing &amp; summarising reports</li> <li>• Experience of Drawing &amp; Talking, Lego Therapy, SEMH interventions, Nurture experience</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective communication skills dealing with a range of stakeholders e.g. parents, staff, local authority attendance officers, governors</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of issues that may affect a pupil's ability to attend school</li> <li>• Knowledge of GDPR and associated regulations</li> </ul>



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	<ul style="list-style-type: none"> <li>● Strong organisational skills</li> <li>● Ability to relate well to children and adults.</li> <li>● An understanding and commitment to maintaining confidentiality</li> <li>● Ability to use IT systems effectively and efficiently</li> <li>● Ability to effectively work alone as well as part of a team</li> <li>● Effective time management and the ability to meet deadlines</li> <li>● Demonstrate an ability to cope with stressful / conflict situations</li> <li>● Effective listening skills and confident to ask questions</li> <li>● Accurate data input &amp; attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of the importance of safeguarding children and how attendance plays a key role in supporting this</li> <li>● Administer First Aid / medication</li> </ul>
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The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list, and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Executive Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

*The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.*