



## JOB DESCRIPTION

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Pastoral Support Worker with attendance focus</b>
<b>Reporting to</b>	<b>SLT / Safeguarding Lead / Business Manager</b>
<b>Main purpose of job</b>	<p>To focus on attendance during the morning, working closely with parents and carers to help overcome pupils' barriers to learning. This will involve improving school attendance and punctuality through effective working with pupils, families and outside agencies. You will work alongside the Senior Leadership Team, Safeguarding Lead, Business Manager and EWO (Warrington BC)</p> <p>Afternoon will be supporting the Safeguarding Lead with safeguarding and child protection matters arising at the school and to support other staff in dealing with any safeguarding issues that arise.</p>
<b>MAIN DUTIES: Support for pupils</b>	
<ul style="list-style-type: none"> <li>• Establish productive working relationships with pupils and their families, acting as a role model and setting high expectations of attendance and behaviour.</li> <li>• To assist the Safeguarding Lead work with relevant staff to identify and bring on board pupils and parents/carers that would benefit from personalised support</li> <li>• To work alongside the Safeguarding Lead to liaise and build relationships with external agencies and professionals following up on actions where necessary.</li> <li>• Work alongside the Safeguard lead to promote the best interests of pupils, by sharing concerns when necessary.</li> <li>• To facilitate the educational partnership between home, school, and the pupil, by support, liaison, and negotiation</li> <li>• Maintain a range of school records and data relating to pupil attendance and safeguarding</li> <li>• In cases of poor attendance and punctuality (and or welfare issues) be proactive in assessing the situation and liaising with appropriate professionals</li> <li>• To coordinate, plan and carry out home visits, including cold calling, lone visits, and joint visits with other appropriate services, e.g., Police, Health, Social Care and Caseworker</li> <li>• Ensure that necessary documentation is prepared and collated to support legal sanctions, and to present in court if necessary.</li> <li>• Take part in strategy discussions and inter-agency meetings</li> <li>• To collate, analyse and produce pupil attendance data, attendance patterns, trends, and reports to inform future service delivery and strategic direction to improve attendance in school</li> <li>• Keep up to date on the latest services available in the local area so that you can promote and signpost parents/carers to these via a range of communication channels</li> <li>• Be willing to undergo any further necessary training</li> <li>•</li> </ul>	

**Support for teachers**

- Collate, analyse, and produce pupil attendance data, attendance patterns, trends, and reports to inform future service delivery and strategic direction to improve attendance in school
- Provide data and information on behaviour and safeguarding issues
- To act as a source of support, to the Safeguarding Lead to advise staff on matters of safeguarding and attendance
- Provide and signpost staff to relevant training
- To work as part of a team and contribute to the achievement of the team objectives and responsibilities
- To support on child protection referrals that fall under educational neglect
- To support with additional duties, such as car park duty to engage with parents, carers, and pupils at key points during the school day
- To liaise and collaborate in join work with other practitioners/teachers
- To support whole school events
- Accompany teaching/lead staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/lead staff

**Support for the curriculum**

- To collaborate with staff and appropriate professionals to support children to successfully access the curriculum

**Support for the school**

- To provide data and reports to the senior management teams and governors on attendance and punctuality
- To proactively maintain and develop contacts with outside agencies
- Act over non-attendance and poor punctuality
- Implement the relevant school policies including safeguarding, child protection, behaviour, anti-bullying, and attendance
- Be responsible for pupil records related to the role and the secure transfer of documentation to relevant agencies and schools
- Contribute pro-actively to school policy including the development of whole school attendance policies
- Develop, implement, monitor, and renew initiatives to improve attendance and behaviour

**General**

- Maintain high standards of confidentiality
- Undertake other duties appropriate to the grading of the post as required

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder