  

**ISCA ACADEMY – JOB DESCRIPTION**

Post: Attendance and Welfare Support Coordinator

Grade: C

Line Manager: Assistant Headteacher (Inclusion)

**JOB PURPOSE**

To work under the instruction of the Assistant Headteacher (Inclusion), in conjunction with the Inclusion Team, to co-ordinate the school’s support for vulnerable children who are not able to access school or their full curriculum package, with a view to integrating them fully into education.

# **MAIN AREAS OF RESPONSIBILITY**

To provide support and access to learning by:

* working closely with the Attendance Officer and Education Welfare Officer to support children whose attendance is causing significant concern, eg. school refusing;
* ensuring that all students have equal access to opportunities to learn and develop by removing any barriers arising from their personal circumstances and supporting them to access their education.

# **KEY TASKS**

Pastoral and Learning Support:

* Signpost the provision and in school support (where applicable) for students excluded from and/or otherwise working to a modified timetable in alternative provision or on an Annex R as agreed by the Inclusion Team.
* Complete first day visits for students who are absent (mornings).
* Conduct welfare visits to students in alternative provision.
* Establish productive working relationships with students and their families, acting as a role model and a single point of contact for your caseload.
* Signpost and organise 1-1 mentoring arrangements and personalised curriculum opportunities to engage students back into education.
* Work closely with the Attendance Officer and Education Welfare Officer to support children where their attendance of is significant concern E.g. school refusing.
* Report to the Inclusion Team on any actions and impact of your work to improve student attendance.
* Support the reintegration of students who have been absent or who are vulnerable and new to the school especially when they are coming from EHE.
* Provide information and advice to enable students and their families to make choices about their own learning/behaviour and attendance and consequences of their actions.
* Challenge and motivate students to promote and reinforce their resilience and self-esteem.
* Provide feedback to students in relation to their progress, achievement, behaviour, attendance etc. Establish constructive relationships with students, facilitating support for their attendance and access to learning.
* Support students’ access to learning using appropriate strategies and resources.
* Support students to remove barriers to learning.
* Manage record keeping systems and processes relevant to the role.
* Actively seek information, and utilise the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.

Support the school by:

* Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the Academy.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of students.
* Attend and participate in meetings as directed.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Be responsible for monitoring the quality of provision for students accessing alternative provisions, within guidelines established by the school and the DfE.
* Be first aid trained and provide first aid support to students as necessary as part of a rota.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

All support staff may be required to assist with exam invigilation.

# **ALL ISCA ACADEMY STAFF ARE EXPECTED TO**

* + Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
  + Engage positively in organised professional development activities and the staff appraisal process.
  + Maintain respectful and effective communication with students, parents/guardians, staff and visitors.
  + Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times.
  + Carry out any other duties as reasonably requested by the Headteacher.

**This job description is subject to review on an annual basis as part of the support staff appraisal process and will be done in consultation with the employee.**