

Post title:	Attendance and Wellbeing Officer
Salary and grade:	Grade 5 NJC 15 - 20
Line manager/s:	Safeguarding & Inclusion Manager / Senior Leadership Team
Hours:	37 hours

Main purpose of the job:

To lead on improving attendance across the school through proactive engagement with pupils, families and external agencies. To promote the welfare, safeguarding and wellbeing of pupils by providing direct support to families, monitoring attendance patterns, coordinating interventions and ensuring compliance with statutory attendance requirements. To work collaboratively with school staff, the Central Trust, Local Authority and partner agencies to reduce persistent absence and improve outcomes for all pupils.

Key duties and responsibilities

Support for Pupils:

- Promote positive attendance, punctuality and engagement in education.
- Support pupils experiencing attendance barriers through targeted intervention and regular monitoring.
- Provide and maintain emotionally safe spaces for pupils within school.
- Promote pupil wellbeing and identify concerns affecting attendance, engagement and learning.
- Participate in attendance reviews and support plans for individual pupils.
- Identify and report Children Missing Education (CME) in line with statutory requirements.
- Support pupils at risk of exclusion or disengagement from education.
- Contribute to safeguarding processes and the protection of vulnerable pupils

Support for Families:

- Act as the primary point of contact for parents and carers regarding attendance concerns.
- Build positive and effective relationships with families to improve attendance outcomes.
- Conduct home visits where pupils are absent or attendance concerns arise.

- Contact parents/carers regarding absences, punctuality concerns and attendance patterns.
- Provide challenge and support to families where attendance is a concern.
- Process requests for term-time leave and provide guidance regarding attendance expectations.
- Signpost families to appropriate support services and interventions.
- Work collaboratively with parents/carers to remove barriers affecting attendance and wellbeing

Support for Staff:

- Provide attendance information, advice and guidance to colleagues.
- Deliver or support staff training relating to attendance, welfare and safeguarding.
- Work closely with school leaders to implement attendance strategies and interventions.
- Produce attendance reports and analysis for leaders, governors and staff.
- Support staff in understanding attendance legislation, procedures and best practice.
- Share information appropriately to ensure coordinated support for pupils and families

Support for the School:

- Monitor and manage daily attendance procedures and registration processes.
- Maintain accurate attendance records through SIMS and other school systems.
- Regularly analyse attendance data and identify trends, concerns and priorities.
- Produce attendance statistics, reports and returns for internal and external stakeholders.
- Liaise with Local Authority Attendance and Inclusion Teams regarding attendance matters.
- Attend School Attendance Panel (SAP) meetings and support legal processes where appropriate.
- Notify the Local Authority regarding Children Missing Education, reduced timetables, persistent absence, persistent lateness, permanent exclusions and other statutory reporting requirements.
- Maintain pupil records relating to admissions, leavers and attendance.
- Work effectively with multi-agency professionals to improve outcomes for pupils and families.
- Ensure compliance with legislation, guidance and school policies relating to attendance, safeguarding and welfare.
- Contribute to the wider ethos, values and continuous improvement of the school and Trust

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Level 2 qualification or equivalent	■	
	Safeguarding training and knowledge of legislation	■	
	Advanced Safeguarding qualification	■	
Experience	Experience working with children and young people	■	
	Experience relevant to attendance, inclusion or welfare services	■	
	Experience supporting families to improve outcomes	■	
	Experience working within an educational setting	■	
	Experience of working with multi-agency professionals	■	
	Experience supporting pupils with SEND and SEMH needs		■
	Experience of report writing, record keeping and case management	■	
	Experience conducting home visits and family engagement work	■	
Thinking Ability	Understanding of attendance legislation and statutory guidance	■	
	Ability to analyse attendance data and identify trends	■	
	Knowledge of safeguarding policies and procedures	■	
	Understanding of barriers to attendance and engagement	■	
	Understanding of SEMH, autism, ADHD, dyslexia and attachment needs		■

		Essential	Desirable
	Ability to develop attendance improvement strategies	■	
	Knowledge of multi-agency support pathways		■
	Ability to exercise judgement when responding to safeguarding and welfare concerns	■	
Personal Effectiveness	Excellent communication skills, both written and verbal	■	
	Ability to challenge appropriately and professionally	■	
	Strong organisation and time management skills	■	
	Ability to prioritise competing demands and meet deadlines	■	
	Ability to maintain confidentiality and professional boundaries	■	
	Ability to keep accurate records and reports	■	
	Commitment to improving attendance and pupil outcomes	■	
General	The flexibility to meet the full range of job requirements	■	
	A commitment to safeguarding and promoting the welfare of children and young people	■	
	Commitment to the school's aims and values	■	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	■	
	An understanding of and commitment to equal opportunities	■	
	No serious health problems that will likely impair or impact on job performance.	■	
	Good attendance record in current employment (not including absences resulting from a disability)	■	

		Essential	Desirable
	To manage a workload and at times conflicting priorities as well as tracking progress on a wide range of tasks	■	
	Ability to remain calm under pressure showing resilience and the ability to prioritise work with competing deadlines	■	
	Full, valid UK driving license		■