



Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Attendance Officer and Pastoral Administrator
Reports To	Assistant Head Teacher
Contract Type	Permanent
Working Pattern (Days)	Term Time Only plus 5 INSET days
Working Hours (Time)	37 hours per week (full-time) Monday to Thursday (8:00am to 4:30pm) Friday (8:00am to 4:00pm)
Unpaid Breaks	1 hour unpaid
Pay Scale & Point	H7, 19 Actual Annual Salary: £26,316.05 (inclusive of Inner Fringe)

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

Job Purpose

To be responsible for the administration and reporting of the attendance for students in Year 7 to 11 and provide administrative support to the pastoral team.

Main Duties & Responsibilities

Attendance Officer – Years 7-11

To monitor whole school attendance, assist in the promotion of high levels of attendance and punctuality of students within the school, as well as identify and implement intervention strategies to address and continually improve individual attendance and punctuality, and maintain accurate electronic records on behalf of the school.

- Maintain accurate student attendance records.
- Use current attendance systems in place to ensure that every student’s whereabouts is known during the school day. Including physically looking for her if necessary.



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- Follow up student absences by telephone.
- Provide accurate and weekly attendance and lateness reports to Heads of Year and other relevant colleagues.
- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance i.e. Herts Traveller & Refugee Unit.
- Generate letters to parents when required regarding attendance.
- Assist in the completion of accurate statistical returns regarding student attendance as required by the school, governors, local authority and DfE i.e. Census.
- Maintain the weekly attendance tracking spreadsheet.
- Identify and implement intervention strategies to address poor attendance.
- Meet with Heads of Year, Directors of KS3 and KS4, Attendance Improvement Officer as appropriate when intervention is required.
- Provide the Head with attendance information for parents requesting holidays during term time.
- Actively search for students who are reported 'lost' during the school day.

Pastoral Administrator

- To provide pastoral support for students as and when needed.
- Provide a "safe" space for students as and when required.
- Record any sensitive information on CPOMS where appropriate.
- Meet with Heads of Year and Directors of KS3 and KS4 as appropriate to discuss attendance and students of concern.
- Liaise with parents where appropriate.

Other Responsibilities

- Arrange for quotes and booking of coaches as and when required.
- Complete general tasks for Heads of Year as and when necessary.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Disclosure & Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

This school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment.

ADDITIONAL INFORMATION

Annual performance reviews will be undertaken with target setting for the appropriate year.

The above duties may involve having access to information of a confidential nature which may be covered by the GDPR regulations. Confidentiality must be maintained at all times.



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Organisation Structure



Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
 - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
 - ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
 - iii. Showing tolerance of and respect for the rights of others
 - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.



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- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.

Signed:

Date:

Headteacher

Signed:

Date: