



**Venerable Bede CE
Academy**

Job Description

Job Title: Attendance and Pastoral Intervention Worker (Term Time Only + 5 inset days) 32.5 hpw
Salary Range: £17,364 - £17,711 (pro-rata for number and hours worked)
Line Manager: Attendance Officer

MAIN PURPOSE OF THE POST

- The post holder will be a member of the pupil welfare team, responsible for helping to raise the standards of attendance and welfare across all year groups.

Principle Responsibilities and duties:

- The post holder will work closely with the Attendance Officer to implement attendance improvement strategies to support pupils with attendance issues.
- The post holder will work closely with pupils (and their families) displaying attendance issues and implement support and improvement strategies.
- Along with the Attendance Officer, carry out home visits as part of first-day response and targeted attendance improvement strategies.
- Liaise with outside agencies, under direction of the Attendance Officer, with the aim of improving attendance.
- Implement attendance improvement workshops with individual and/or small groups of pupils.
- Provide administrative support for the pupil welfare team.
- Provide pastoral support for all year groups of pupils within the Heads of Year base, liaising closely with the pupil welfare team.

The post holder will be required to make an impact on the educational progress of pupils by:

- Being significantly involved in helping to improve attendance.
- Providing pastoral support to pupils in all year groups.

General

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.

The post holder must carry out their duties with full regard to the academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other academy policies.

The post holder must comply with the academy's health and safety rules and regulations and with health and safety legislation.