



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## JOB DESCRIPTION

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**NAME:**

**POST:** Attendance and Welfare Assistant

Permanent, Term time only

Monday - Friday, 8.15am - 4.05pm

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**GRADE:** 2

**PAY RANGE:** Spinal Point 3-8

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**JOB PURPOSE:** Responsibility for the provision of clerical and general non-teaching support to the school.

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**DUTIES AND RESPONSIBILITIES:**

- To operate SIMS registration system on a daily basis.
- Investigate absences and lateness on a daily basis and issuing marks on a weekly basis to ensure absences are correctly recorded.
- To monitor absence figures and liaise with the Head of Year and Deputy Headteacher
- To pursue reasons for absence by telephone and in writing and occasionally home visits (by arrangement with a member of Senior Leadership / Line Manager.
- To complete all LEA and DCSF returns regarding absence and follow the Local Education Authority Procedures
- To keep a record of pupils taken out of school for family holidays and to respond to parental requests for taking pupils out of school.
- Identify and refer pupils to appropriate interventions.
- To oversee the waiting lists for pupils seeking admission to the school and reviewing the lists at regular intervals.
- Mentor pupils with regards to behaviour / attendance in conjunction with the lead Head of Year / Line Manager.

- Liaise with outside agencies where appropriate.
- Act as a First Aider
- To carry out other duties as may be commensurate with the grade and nature of post (including break and lunch duties).
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of My Appraisal.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attend appropriate staff meetings and parents' evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Update vulnerable pupil list

### **GENERAL: Support Staff**

#### **Please note all individuals should**

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, Every Child Matters and reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in My Appraisal in accordance with the generic school plan for My Appraisal.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives e.g. Publicity Consent
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Act as a First Aider (training will be provided).

- Contribute to the efficient operation of the school through regular duties.
- Perform any other duties as commensurate within the grade in order to ensure the smooth running of the school.

**SUPERVISION RECEIVED:**

**Supervising Officer's Job Title:** Deputy Headteacher (Pastoral and Achievement)

**LEVEL OF SUPERVISION**

- ~~Regularly supervised with work checked by supervisor.~~
- Left to work within established guidelines subject to scrutiny by supervisor.
- ~~Plan own work to ensure the meeting of defined objectives.~~

**This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.**

**The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.**

**6. REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

**Job Description issued following consultation by**

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**Signature of Headteacher**

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**Signature of Post Holder**

**Date**.....