



Job Description Attendance Student Support Officer

Name:

Reporting to: AHT Behaviour and Safeguarding

Working Time: 37 hours per week, TTO +10

Salary/Grade: Band 8

Disclosure level: Enhanced DBS

Post Purpose:

- The post holder will provide a complementary service to existing teachers and support staff in the school to raise standards of student attendance.
- To overcome barriers to learning, unlocking educational opportunities for pupils, improving self-esteem and confidence and releasing untapped potential.
- To make a valuable contribution to the work of the College and to strive to achieve improved outcomes for every student at HTCS

Key Responsibilities:

- Support the identification of those students who may be at risk of persistent absence
- Provide specific support to identified HTCS students to raise attendance, and to support those students in overcoming barriers to learning
- Support the development and implementation of the individually tailored action plans for identified students in order that they can maximise their potential by attending well
- Regularly monitor and review the attendance of all students in the college via the use of SIM's data and implement a strategic vision for those identified as causes for concern or for those deserving of praise
- Support the transition into High Tunstall of all students through a mid-term transfer
- Support the identification and assessment of student needs
- Support the successful transition from Y6 to Y7 of all students
- Support the work of the Attendance and Safeguarding Officer to support students with attendance issues
- Contribute to the development of, and implement, strategies to support the work of Year Leaders in dealing with issues that present barriers to learning
- Ensure effective communication/consultation as appropriate with the parents of students
- Attend relevant meetings to provide data and written progress reports which may be required by the school for implementation, monitoring and success of attendance plans
- Support Year Leaders in ensuring that procedures are in place to secure the safety and well-being of the student cohort



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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

- Support the SLT in the implementation of strategies to ensure safety and well-being at break times / lunchtimes including Wet break and Wet lunch and travel schemes to and from school
- Contribute to peer support programme (including peer mentoring and peer buddying in order to develop confidence and self-esteem)
- Support structured study support programmes driving examination success, raising motivation and aspirations
- Develop links with the appropriate multi-agencies to enable them to support students with personal and sensitive issues such as mental health difficulties, and experiencing bereavement and loss to improve student's attendance.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(Post Holder)

Signed _____
(Headteacher)

Dated _____
(Post Holder)

Dated _____
(Headteacher)



Person Specification

Attributes	Essential	Desirable	Assessment
Qualifications and Training	<ol style="list-style-type: none"> 1. Good level of education 2. Evidence of continuing professional development 		<ul style="list-style-type: none"> • Application form • Letter of application • References
Experience	<ol style="list-style-type: none"> 3. Experience in dealing with attendance issues 	<ol style="list-style-type: none"> 1. Experience further pastoral responsibilities 2. Implementation of effective strategies to raise attendance 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interview
Knowledge and Understanding	<ol style="list-style-type: none"> 4. Understanding of strategies to improve attendance in a comprehensive, mainstream setting 5. Understanding of best practice in raising student attendance 	<ol style="list-style-type: none"> 3. Understanding of best practice in the effective use of student support strategies available 	<ul style="list-style-type: none"> • Letter of application • References • Interview
Skills and Personal Qualities	<ol style="list-style-type: none"> 6. Excellent Communication and interpersonal skills with adults and young people 7. Ability to lead and inspire colleagues 8. Ability to analyse complex issues 9. Ability to work effectively with all stakeholders and outside agencies 10. Ability to exercise good judgment and make effective decisions 11. Passionate belief in the ability of every student to achieve 12. A clear educational vision and sense of direction 13. Good organisational skills and high levels of self motivation 14. Energy, determination, resilience and doggedness 15. Ability to work under pressure and to meet deadlines 16. Keenly developed sense of humour and the ability to maintain a sense of perspective 17. Record of good health, attendance and punctuality 	<ol style="list-style-type: none"> 4. Well developed ICT skills 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interview



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Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund.
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling