



Job Title	<i>Pupil Support Administrator</i>
Responsible to	<i>Deputy Headteacher, Headteacher, Regional Director</i>
Key Internal Contacts	<i>Other staff within the Admin Team Staff in other departments within the Centre Service Users within the Centre Staff in other Centres in the Region Central Office Staff</i>
Key External Contacts	<i>Families and care-providers of service users Social workers, support workers and Local Authority representatives External Inspectors</i>

JOB PURPOSE

- To lead and coordinate attendance, family engagement and pastoral support interventions across the school, ensuring that pupils attend regularly, engage positively in education and receive appropriate support to overcome barriers to learning and wellbeing.
- The postholder will work closely with pupils, parents/carers, school staff and external agencies to improve attendance, strengthen family partnerships, support vulnerable pupils and promote positive outcomes for all learners. The role will act as a key link between home and school, providing targeted support and intervention for pupils experiencing difficulties with attendance, engagement, behaviour, wellbeing or transition.
- **This is a fixed-term maternity cover position, and the successful candidate will be responsible for maintaining continuity of support for pupils and families during the absence of the substantive postholder.**

KEY TASK AREAS & RESPONSIBILITIES

Attendance:

- Lead attendance interventions for identified pupils, particularly those at risk of persistent absence.
- Monitor, track and analyse attendance and punctuality data, identifying concerns and emerging patterns.
- Work proactively with pupils and families to remove barriers to attendance.
- Develop, implement and review attendance support plans for individual pupils.
- Conduct attendance meetings with parents and carers and maintain records of interventions and outcomes.
- Undertake home visits to support attendance, re-engagement and welfare where appropriate.
- Liaise with the Educational Welfare Officer and Local Authority attendance services.
- Support pupils experiencing emotionally based school avoidance, anxiety or difficulties transitioning into school.
- Coordinate reintegration plans following periods of absence, suspension or placement changes.
- Promote and celebrate good attendance through rewards, communication and whole-school initiatives.
- Prepare attendance reports and case summaries for senior leaders and external agencies as required

Supporting Staff:

- Provide advice and guidance to colleagues regarding attendance and pastoral support strategies.
- Work collaboratively with teaching and support staff to improve pupil engagement and attendance.
- Support staff in implementing attendance and pastoral intervention plans.
- Contribute to a consistent whole-school approach to attendance, wellbeing and family engagement.
- Share effective practice and strategies to support vulnerable pupils.

School Support:

- Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To develop appropriate multi-agency approaches to supporting pupils within agreed strategies.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Communication:

- Establish positive and constructive relationships with pupils, families, colleagues and external agencies.
- Maintain regular communication with parents regarding attendance, wellbeing and support plans.
- Ensure all communication is professional, timely and solution focused.
- Encourage collaborative working between home and school to secure the best outcomes for pupils.
- Promote the school's vision, values and commitment to inclusion and positive relationships.

General Responsibilities:

- Demonstrate a commitment to safeguarding and promoting the welfare of children.
- Adhere to all school policies and procedures, including safeguarding, behaviour, health and safety, confidentiality and data protection.
- Maintain accurate records of interventions, meetings, referrals and communications.
- Attend training, meetings and professional development activities relevant to the role.
- Promote equality, diversity and inclusion throughout all aspects of the role.
- Undertake home visits, outreach work and other reasonable duties associated with attendance, family engagement and pastoral support.
- Contribute positively to the overall ethos and values of the school.



PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of working with families and supporting pupil attendance	✓	
Experience of following attendance and similar processes	✓	
Experience of working in a school or similar setting where attendance processes were implemented	✓	
Skills	Essential	Desirable
Effective interpersonal skills	✓	
Ability to work independently and as part of a team	✓	
Methodical approach to work	✓	
Commitment to completing day to day tasks effectively and timely	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills	✓	
Good organisational and time management skills	✓	
Qualifications & Training	Essential	Desirable
Undertake relevant group induction training on commencement	✓	
Willingness to work towards other relevant qualifications as required	✓	
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Driving licence	✓	