



# West Park

*'A caring school where we put pupils and their achievement first'*

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## Advert: Attendance and Wellbeing Officer

- Position Title: Attendance and Wellbeing Officer
- Salary: NJC 12, FTE, £28,598 to NJC 16, £30,518
- Department: Pastoral Care / Safeguarding & Inclusion
- Reporting To: Attendance Officer / Headteacher
- Position Type: Full-time (Term-Time Only) 2 year fixed term initially
- Location: On-site with occasional home visits

West Park is more than a school — it's a community built on trust, care, and shared purpose. We are proud of our strong sense of belonging, and we are looking for an Attendance and Wellbeing Officer who will become a valued part of our **West Park family**.

In this role, you will be a warm, steady presence for pupils and families, helping to ensure that every child feels supported, included, and able to thrive. Guided by our values of **hard work, resilience, achievement, and kindness**, you will help strengthen the relationships that make West Park such a special place to learn and grow. You will identify families needing early help, address persistent school absence, and deliver early interventions to prevent families from reaching a point of crisis.

### What You'll Do

- Build positive relationships with pupils and families, offering support with attendance and wellbeing.
- Monitor attendance patterns and work proactively to address concerns.
- Carry out home visits where appropriate, strengthening the partnership between school and home.
- Support pupils experiencing social, emotional, or family challenges.
- Work closely with pastoral and safeguarding teams to ensure early, compassionate intervention.
- Contribute to a school culture where every child feels they belong and can achieve.

*Further information about the school and the post is available on the school's website at:*  
<https://www.westpark.derby.sch.uk/information/school/vacancies.php>

The school is committed to safeguarding and promoting the welfare of children and young people and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.

We currently undertake social media background checks as part of the recruitment process, please opt out if you wish to do so.

**Closing date for applications: Wednesday 1<sup>st</sup> July at 9am**