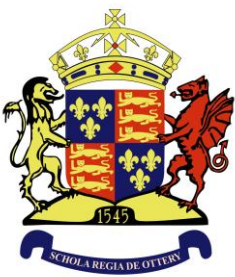




The King's School Job Description

ATTENDANCE, BEHAVIOUR AND WELFARE MANAGER

Purpose:	<ul style="list-style-type: none"> ▪ To take operational responsibility for the oversight, quality assurance and development of attendance, behaviour and student welfare systems across the school. ▪ To ensure robust monitoring, reporting, and follow-up processes are in place to improve attendance, behaviour, safeguarding and engagement, particularly for vulnerable students. ▪ To work proactively with internal and external stakeholders to reduce barriers to learning through timely intervention and effective use of data. ▪ To support students' emotional health, safety and well-being through strong safeguarding practice, early help coordination and effective pastoral processes. ▪ To provide high-quality information and analysis to senior leaders to inform decision-making and evaluate the impact of interventions.
Reporting to:	Deputy Headteacher – Student Support
Liaising with:	Deputy Headteacher – Student Support, Heads of House, Assistant Heads of House, teaching staff, attendance administrator, pastoral administrator, SENDCo, pastoral and support staff, external agencies, parents and carers, Local Authority services.
Line management of:	<ul style="list-style-type: none"> ▪ Attendance Administrator ▪ Pastoral Administrator
Working time:	37 hours per week Mon-Thurs 08:30-16:30 and Fri 08:30-16:00 39 weeks per year (38 weeks term-time plus 5 INSET days).
Salary/Grade:	Support Staff Grade D7-D11. Actual Pro Rated Salary: £23,985-£26,566
Disclosure level:	Enhanced
Key Tasks:	<p>Attendance Oversight and Quality Assurance</p> <ul style="list-style-type: none"> ▪ Quality assure the accurate use of attendance codes across the school, ensuring compliance with statutory guidance and school policy. ▪ Provide oversight of the daily absence protocol, ensuring timely first-day calls, appropriate escalation and follow-up actions. ▪ Oversee and monitor Persistent Absence (PA) and Severe Absence (SA) cohorts, ensuring appropriate interventions are implemented, reviewed and recorded. ▪ Oversee and coordinate home visits, ensuring they are planned, recorded and followed up effectively. ▪ Manage and oversee the Elective Home Education (EHE) process, including monitoring, documentation, liaison with the Local Authority and follow-up actions. ▪ Maintain oversight of the report exceptions list. <p>Behaviour and Inclusion Monitoring</p> <ul style="list-style-type: none"> ▪ Oversee the administration and organisation of Behaviour Plans, ensuring consistency, monitoring and review.



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Key Tasks continued:

- Monitor behaviour trends, patterns and hotspots using school data systems and produce regular analytical reports.
- Attend Inclusion meetings and panels, updating student data and ensuring agreed actions are implemented and tracked.
- Provide oversight of School Attendance Meetings, ensuring appropriate documentation, review and follow-up.
- Work closely with Heads of House and Assistant Heads of House to support early intervention strategies.

Data, Reporting and Analysis

- Produce regular attendance, behaviour and welfare reports for senior leaders and trustees as required.
- Monitor trends and patterns across year groups, houses and vulnerable cohorts to inform strategic planning.
- Ensure accurate and timely maintenance of student records on the school's management information systems.

Safeguarding and Welfare

- Act as a Safeguarding Officer.
- Provide oversight of CPOMS records, ensuring actions, follow-ups and chronologies are completed to a high standard.
- Coordinate the transfer of Child Protection files in line with statutory guidance.
- Ensure safeguarding concerns are escalated appropriately and recorded accurately.
- Work proactively with the DSL, pastoral staff and external agencies to support vulnerable students.

Early Help and Multi-Agency Working

- Maintain oversight and tracking of all Early Help and TAF cases, ensuring records, review dates and actions are accurately maintained.
- Quality assure documentation and case information to ensure consistency and compliance with school and Local Authority expectations.
- Coordinate information collation and flag cases requiring review, escalation or discussion with pastoral and safeguarding leaders.

General Pastoral Responsibilities

- Build positive and effective relationships with students, families and staff.
- Support the school's holistic approach to student welfare, engagement, attendance and behaviour.
- Maintain confidentiality and comply with data protection requirements.
- Be aware of, and comply with, all relevant policies relating to safeguarding, child protection, equality, health and safety and confidentiality.



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<p>Other specific duties:</p>	<ul style="list-style-type: none">▪ Playing a full part in the life of the school community, to support its distinctive purpose, vision, and values and to encourage staff and students to follow this example.▪ Providing a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.▪ Actively promoting the school's corporate policies.▪ Continuing personal development as agreed.▪ Complying with the school's Health and Safety policy. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school 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.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's Safeguarding and Child Protection Policy and the DBS Disclosure Policy, which can be found on our website (About Us – Policy Documents). We are committed to safeguarding the welfare of students, so all staff are enhanced DBS checked.</p>	