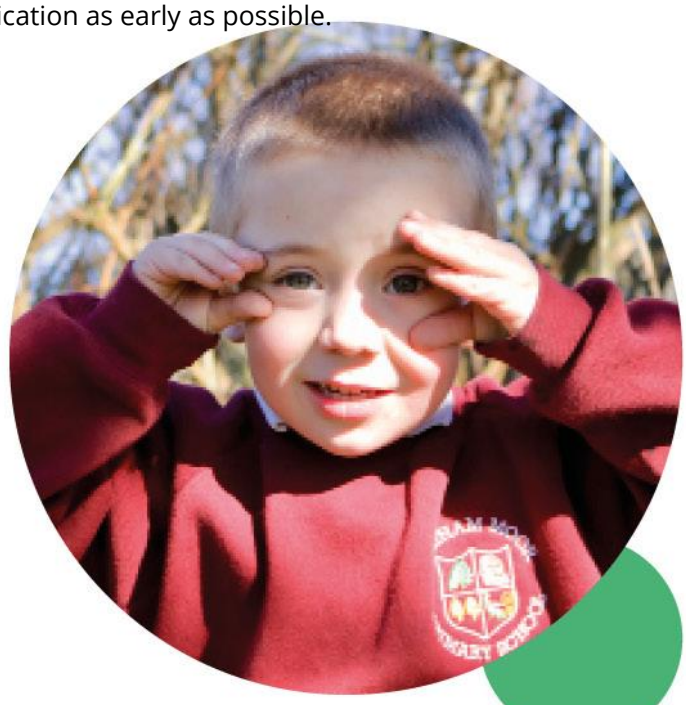
The people behind the magic.

JOIN OUR TEAM

Attendance, Welfare and Pupil Support Officer

Salary: Band F, NJC Points 16-19 **Full-time salary:** £31,525 - £33,119 per annum. **Actual Salary:** £26.541 - £27,883 per annum.
Contract: Permanent, term time only.
Hours: 37 hours per week, Monday to Thursday 8.30am – 4.30pm and Friday 8.30am – 4.00pm.
Closing Date: Monday 23rd November 2026 at 9am.
Start Date: As soon as your notice period allows.
Previous applicants need not reapply, as their application will be considered alongside any new applications received.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together Learning Trust

THE SCHOOL

More than meets the eye.

Welcome to Meltham Moor Primary School in Meltham. We're a warm, vibrant community of around 200 children from nursery to Year 6, supported by staff who genuinely care about each individual's journey.

We're rated Good across all areas by Ofsted, with 80% of our year 6 students achieving the expected or higher standard in reading, writing and maths. But our real strength is what happens beyond the classroom. Our "More at Meltham Moor" enrichment programme opens doors and creates experiences many children wouldn't otherwise have. We spend time in our outdoor environment, we connect with our local community, and we believe learning happens everywhere.

Our aim is simple: every child leaves with not just knowledge and skills, but the confidence, resilience and memories to last a lifetime. Parents tell us our staff go above and beyond, that we're kind and approachable and that our children thrive here. That's what we're aiming for every single day.

We're looking for someone who wants to be part of that.

Liz Woodfield, Headteacher



"Meltham Moor strikes a great balance between academic excellence and holistic development. I would highly recommend it to any family looking for a well-rounded, caring, and inspiring school environment."

- PARENT COMMENT 2025

EXPLORE MORE

www.melthammoor.org

melthammoor

@MelthamMoor

THE TRUST

When schools collaborate, incredible things happen.

Together Learning Trust is a group of schools that genuinely like working together.

That might sound like a small thing. It isn't. Nobody in our schools is working in isolation, trying to solve problems that someone two miles away has already solved. Expertise shared across nine schools belongs to all of them.

Primary schools, secondary schools, sixth forms and a special school that's around 5,800 young people across Calderdale and Kirklees. Rooted in West Yorkshire. Built around a belief that when schools work like this, something remarkable happens for children.

That belief comes from a clear set of values: integrity, excellence, and joy. Not about how children should live, but about how our Trust leads, how decisions get made, how people hold themselves to account and what it means to do this work well.

Each of our schools has its own identity, shaped by its community and its children. Being part of our Trust does not change that. It adds to it.

DAVID LORD, CHIEF EXECUTIVE OFFICER



Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- DAMIAN BALL
Assistant Headteacher, The Brooksbank School

EXPLORE MORE

www.togetherlearningtrust.co.uk

Together Learning Trust

THE JOB

Attendance, Welfare and Pupil Support Officer

At **Meltham Moor Primary School**, we are looking for an experienced, compassionate and proactive **Attendance, Welfare & Student Support Officer** to join our dedicated team.

This is a highly rewarding role at the heart of school life, where you will make a real difference to children's attendance, wellbeing and overall success. Working closely with pupils, families, staff and external agencies, you will help remove barriers to learning, support vulnerable children and promote positive outcomes for every child.

As Deputy Designated Safeguarding Lead (DDSL), you will play a key role in maintaining our strong safeguarding culture, ensuring children feel safe, supported and able to achieve their full potential. Supported by the trust central team, you will take decisive action to safeguard pupils, coordinate support for vulnerable children and help ensure their welfare remains at the heart of everything we do.

If you are a caring professional who thrives on building positive relationships and is passionate about improving life chances for children and families, we'd love to hear from you.

You'll join a welcoming and collaborative school community, with the support and opportunities that come from being part of the Together Learning Trust - This could be the rewarding next step you've been looking for.

What the role involves in a nutshell:

- Champion excellent attendance by working proactively with families, identifying concerns early and helping pupils establish positive attendance habits.
- Act as a Deputy Designated Safeguarding Lead (DDSL), supporting effective safeguarding practice and ensuring children feel safe, supported and listened to.
- Build positive and trusting relationships with pupils and families, providing practical and emotional support to overcome barriers to learning and wellbeing.
- Work collaboratively with teachers, school leaders and external agencies to coordinate personalised support for vulnerable pupils and families.
- Maintain accurate records and use attendance and welfare data to track progress, celebrate success and inform effective interventions.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

A tour of the school will be available on Monday 16th & Wednesday 18th November 2026 at 1.15pm.

ROLE PROFILE | Attendance, Welfare and Pupil Support Officer

Accountable to:	Headteacher
Accountable for:	N/A
Job Family:	Specialist Support
Salary:	Band F
Hours:	37 Hours per week, term time only

CORE PURPOSE

The postholder is committed to delivering high-quality performance each day to ensure pupils are safe, engaged and able to thrive in school. They act as an ambassador for the Trust, modelling its values and expected behaviours, and maintaining credibility through the consistent application of professional standards, safeguarding responsibilities and inclusive practice.

The Attendance, Welfare and Pupil Support Officer plays a key operational role in promoting excellent attendance, safeguarding and pupil welfare, while providing targeted support to vulnerable pupils and families. The role contributes directly to improving attendance, behaviour, wellbeing and outcomes for disadvantaged and vulnerable learners through effective partnership, working with families, academy staff and external agencies, whilst maintaining high standards of confidentiality, professionalism and data protection in line with GDPR and Trust policies.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers its purpose, key duties and outcomes.

Attendance, Welfare and Safeguarding

- ✓ Act as a DDSL working under the guidance of the DSL and working closely with the central Safeguarding team.
- ✓ Support the implementation and monitoring of the academy's attendance, punctuality, safeguarding and child protection policies and procedures.
- ✓ Take a proactive role in promoting excellent attendance and punctuality across the academy, including first-day response, follow-up actions and targeted interventions to drive attendance and lower persistent absenteeism.
- ✓ Maintain accurate, confidential and up-to-date attendance, safeguarding and welfare records in line with statutory and Trust requirements.
- ✓ Respond appropriately to safeguarding concerns and disclosures, ensuring concerns are logged, escalated and acted upon in line with safeguarding procedures.
- ✓ Liaise with senior leaders and act as a point of contact for external agencies, supporting referrals and coordinated multi-agency plans to ensure a joined-up approach to safeguarding
- ✓ Contribute to the academy's approach to behaviour, welfare and inclusion through monitoring, reporting and follow-up actions, including producing clear, accurate records, reports and documentation to support decision-making and statutory compliance.

Pupil and Family Support

- ✓ Work directly with identified pupils and families to remove barriers to learning, attendance and engagement.
- ✓ Deliver targeted support for vulnerable and disadvantaged pupils, including those in receipt of pupil premium to help close the disadvantaged gap
- ✓ Build positive, professional relationships with parents and carers, to ensure that guidance, challenge and support where appropriate, is received well.
- ✓ Support pupils' emotional wellbeing and behaviour through early intervention, monitoring and referral to appropriate services to support improved outcomes.

- ✓ Contribute to the evaluation of the impact of attendance and welfare interventions, using data to inform next steps.

Partnership and Collaboration

- ✓ Work closely with academy leaders, teaching staff and pastoral teams to ensure a consistent and joined-up approach to attendance, welfare and pupil support.
- ✓ Engage effectively with external agencies, including local authority services, health professionals and voluntary organisations to deliver targeted and appropriate support is in place as soon as possible.
- ✓ Attend and contribute to relevant meetings, case conferences and reviews to provide insight and context to student interventions.

EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please click here - Competency Framework

PERSON SPECIFICATION

Experience and Qualifications	Essential	Desired
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience of working in a pastoral / welfare role with children	✓	
Experience of managing confidential data in line with GDPR	✓	
Experience of working with safeguarding partners	✓	
Experience in a deputy designated safeguarding lead role		✓
Technical Skills		
Ability to think pragmatically and be solutions focused	✓	
Ability to build positive and effective relationships with all stakeholders, parents/carers and third parties	✓	
Strong communicator with strong interpersonal skills	✓	
Has relevant knowledge of inclusion in the educational context	✓	
Well organised, pro-active and able to manage competing priorities effectively	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact Jane Morelli via j.morelli@melthammoor.tlt.school

If you're ready to apply, please complete your online application fully by clicking **here** before the deadline.



SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check; the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (as amended in 2013 and 2020). Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK

Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2026.

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