

The people behind  
the magic.



JOIN OUR TEAM



# Attendance, Welfare and Pupil Support Officer

**Salary:** Band F NJC point 16 – 19. **Full time salary** £30,518 - £32,061 **Actual salary** £24,304 - £25,533

**Contract:** Permanent

**Hours:** 35 hours per week, term time only

**Closing Date:** Thursday 26<sup>th</sup> February at 9am

**Interview:** Week commencing 2 March 2026

**Target Start Date:** 13 April 2026 (notice depending)

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

# More than meets the eye.

Welcome to **Meltham Moor**, a warm, vibrant and successful primary school in Kirklees. We have around 220 children from nursery to year 6, and a fantastic skilled and dedicated staff team who are committed to providing the very best education for our children.

Outstanding teaching and learning matters. Our curriculum has been designed with the aim of creating knowledgeable and inquisitive children who know lots but want to find out more. Academic standards at Meltham Moor are consistently high – but we are so much more than just this. As a school, we love our outdoor environment and our local community, and take every opportunity to learn and contribute outside of our school. We have a carefully planned enrichment programme – the 'More' at Meltham Moor - offering opportunities many of our children might not otherwise have chance to experience.

Our aim is for every member of the school community to be the best that they can be – personally, socially and academically. We invite you to join our team.

**LIZ WOODFIELD, HEADTEACHER**

Watch our welcome video – [www.melthammoor.org/welcome](http://www.melthammoor.org/welcome)



**"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](http://www.melthammoor.org)



melthammoor



@MelthamMoor



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Attendance, Welfare & Student Support Officer

Are you passionate about making a real difference in the lives of children and families? At Meltham Moor Primary School, you'll play a vital role in helping pupils feel safe, supported and ready to thrive. As our Attendance, Welfare & Student Support Officer, you'll build strong relationships, tackle barriers to learning and champion excellent attendance, all while upholding the highest standards of safeguarding to protect and empower our children. If you're driven, compassionate and excited to be part of a vibrant, collaborative school community – supported by the Together Learning Trust – this could be the rewarding next step you've been looking for.

### What the role involves in a nutshell:

- Champion great attendance by keeping in touch with families, spotting concerns early and helping pupils get the best start each day.
- Play an important safeguarding role as a DDSL, ensuring children feel safe, supported and listened to.
- Build warm, positive relationships with pupils and families, offering practical and emotional support to remove barriers to learning.
- Work closely with teachers, leaders and external agencies to create joined-up, personalised support for vulnerable learners.
- Use clear information and data to track progress, celebrate improvements and guide next steps for pupil wellbeing.

### 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.
- Working as part of a creative and supportive team who want the best for all of our students.
- Free Parking.
- Cycle to Work scheme.
- 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. If you would like to arrange a visit to the school, please contact Nicola Mason at [n.mason@melthammoor.tlt.school](mailto:n.mason@melthammoor.tlt.school)

# ROLE PROFILE | Attendance, Welfare and Pupil Support Officer

<b>Accountable to:</b>	Headteacher
<b>Accountable for:</b>	N/A
<b>Job Family:</b>	Specialist Support
<b>Salary:</b>	Band F
<b>Hours:</b>	35 Hours per week, term time only

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## 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
- ✓ 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 joint 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 Nicola Mason via [n.mason@melthammoor.tlt.school](mailto:n.mason@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. 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 2025.