



North Bromsgrove High School
nbhs@northbromsgrove.worcs.sch.uk

JOB DESCRIPTION

Job Title: Student Welfare and Attendance Lead

Accountable to: Assistant Headteacher (Pastoral)

Working Focus: 2 days Attendance Administration

3 days Attendance and Welfare Intervention (EWO Style)

Direct Reports: Attendance Administrator

Main purpose of the role:

To improve student attendance, support families, and remove barriers to engagement in education through a combination of robust administrative process and targeted intervention. This dual role post is designed to ensure accuracy of attendance records while also enabling high-impact pastoral work with persistently absent or at-risk students. It contributes significantly to the safeguarding culture of the school and the delivery of our CARE values: Community, Aspiration, Resilience, Excellence

Key Responsibilities:

Attendance Administration (2 days per week)

- Oversee daily attendance registers and ensure accurate input of codes in the MIS
- Lead first day absence response: oversee calls/texts to parents/carers
- Filter unexplained or concerning absences and escalate to Pastoral/DSL team
- Quality-assure the work of the Attendance administrator and provide support where needed
- Maintain accurate and secure records of attendance and interventions, letters and contracts
- Prepare weekly attendance reports for pastoral meetings and SLT
- Draft and send attendance letters (stage 1-3), meeting invites and warning notices
- Update persistent absence and key cohort trackers

Attendance and Welfare Intervention (3days per week)

- Act as Key contact for families of persistently absent students
- Conduct attendance home visits (planned and unannounced) with pastoral team/DSL
- Meet regularly with students identified through attendance data to set and review targets
- Co-ordinate and chair attendance panels and reintegration meetings
- Liaise with external vacancies such as Early Help, CAMHS, social care and EWS
- Identify and remove barriers to attendance including unmet SEND or welfare needs
- Develop and lead student engagement strategies for vulnerable learners
- Contribute to safeguarding processes, attending multi-agency meetings as appropriate
- Support the design and delivery of attendance campaigns, incentives, and assemblies



Daily Task Overview

- Monitor registration data and identify high-risk students
- Direct and support Attendance Administrator with Parent/Carer communications
- Run and analyse weekly PA and late report files
- Carry out home visits, phone calls and multi-agency follow up actions
- Record intervention outcomes and escalate unresolved concerns
- Meet with students for Pastoral check-ins and support planning
- Coordinate reintegration and support plans for long term absentees
- Collaborate with the DSL and Heads of Year on persistent concerns

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Professional Standards and Development:

- To respect the confidential nature of information in relation to the school and students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings
- Be a role model to students through personal presentation and professional conduct
- Cover for absent colleagues as is reasonable, fair and equitable
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Attendance and Safeguarding.
- Establish effective working relationships with professional colleagues and associate staff.

PERSON SPECIFICATION

Training Qualifications And Experience	
Essential	Desirable
<p>English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework.</p> <p>Working and supporting learners in an educational environment.</p> <p>Knowledge of the key factors affecting the way young people learn.</p>	
Professional Knowledge And Understanding	
Essential	Desirable
<p>Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</p> <p>Excellent communication skills, both verbal and written.</p>	<p>Experience of working in a school environment.</p> <p>Experience of supporting young people with specific needs.</p>



Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.	
Abilities And Skills	
Essential	Desirable
<p>Teamwork – proven experience of effective team and independent working.</p> <p>Emotional resilience in working with challenging behaviours and attitudes.</p> <p>Understanding of extrinsic and intrinsic motivators and how they can be used to engage children, young people and families</p> <p>Ability to work within and apply all school policies e.g. behaviour management, safeguarding, health and safety, equal opportunities.</p>	<p>Use of ICT to advance both own and students learning.</p> <p>Willingness to work flexibly if required.</p> <p>Evidence of using own initiative to identify and plan appropriate interventions</p> <p>Ability to implement early help strategies to prevent the need for escalation</p> <p>Ability to monitor the students’ response to intervention and where appropriate, modify or adapt the activities to achieve the intended outcomes</p>
Personal Qualities	
Essential	Desirable
<p>Ability to form and maintain appropriate relationships and personal boundaries.</p> <p>Motivation to work with children.</p> <p>A commitment to improving student outcomes</p> <p>A commitment to improving student outcomes</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge</p> <p>Self- motivated and seizes the initiative</p> <p>Clear vision and moral purpose</p> <p>A commitment to own professional development and that of the whole staff</p> <p>A positive and resilient individual with drive, integrity, and a cheerful disposition</p> <p>Ambitious and diligent professional who can motivate and inspire others</p> <p>Approachable, able to listen and reflect on the needs of the stakeholders</p>	<p>Desire for further career progression</p>

<p>Ability to actively 'live out' our school CARE values and ethos</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>The post holder will require an enhanced DBS</p>	
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