



Westfield School

Education, Welfare and Attendance Officer

Applicant Pack



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The vacancy

Post advert

Deadline for applications: 11.59pm on 27 September 2026

To start: ASAP

We believe that excellent attendance is the foundation of student success, well-being, and future opportunities. As our Education Welfare and Attendance Officer, you will play a crucial role in promoting excellent school attendance and punctuality. You will work proactively with students, parents, school staff and external agencies to identify barriers to attendance and implement effective interventions.

This is a dynamic role that combines administrative precision, data analysis, and compassionate, face-to-face support for families.

As part of the role, you will work closely with the Attendance and Admissions manager supporting key responsibilities :

- **Monitor Attendance:** Track and analyse daily attendance data to identify patterns of absence and persistent absenteeism.
- **Family Engagement:** Conduct home visits and meet with parents/carers to discuss attendance concerns and co-create supportive action plans.
- **Intervention & Support:** Casework vulnerable students, offering targeted support and mentoring to improve engagement with education.
- **Multi-Agency Collaboration:** Liaise with social care, health professionals, early help teams, and local authority education welfare services.
- **Compliance & Legal:** Maintain accurate records and, where necessary, prepare documentation for legal proceedings or fixed penalty notices in line with local authority guidelines.

The successful candidate will be empathetic, resilient, and highly organised with excellent communication skills.

Role summary

Post title: Education Welfare and Attendance Officer

Profile:

Grade: 5

Grade spinal point range: SCP 15 to 20

Salary: £31,015 - £33,673 (pro rata £26,676 - £28,962)

Accountable SLT post: AHT

Line manager (if different): Attendance and Admissions Manager
In conjunction with Business Support Services Manager

Staff to be supervised or line managed by post holder:

Post holder will work with: Students
Other teaching and support staff

Holiday and sickness relief: By and for other administrative support staff

Purpose of post: To work within the remit of the school attendance policy and procedure to improve levels of student attendance, especially those from disadvantaged backgrounds and with persistent absence. To work with students and their parents/ carers, to re-engage these children with education.

Version revised: June 2026

Contract: Permanent 37 hours/39 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- To work under the agreed systems of attendance monitoring within the school, taking a lead role in coordinating the attendance process for pupils. Duties will include, but not be limited to:

Attendance Monitoring

- Ensure that policies and procedures are in place to improve the attendance of students by challenging absence improve the attendance of students by challenging absence accordingly and reduce the high levels of PA significantly.
- Undertake home visits to those students who are persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitor attendance of key students, provide immediate response in the event of an absence, liaising with the Pastoral Team to ease return to school with appropriate support.
- To meet parents/ carers on a regular basis to discuss attendance strategies and draft parent/ carer agreements.
- To lead Attendance Meetings with the Pastoral Team and MAST (& Other Agencies).
- To undertake Attendance interviews in school with individual students.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation.
- Provide advice and support to families in identifying and understanding barriers to students achieving their full potential.
- Apply a range of persistent and pro-active approaches to engage with families with a range of needs who may be resistant to using services.
- To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- To support the LA's legal response to non-attendance including decisions on penalty notices and court referrals (Including collating evidence and attending court if required).
- Aid transition from Primary to Secondary for students where attendance is a concern.
- To assist the Pastoral Team with Attendance Group work and /or 1:1 sessions.

- To raise the profile of need for good attendance within the school environment.
- To alert the Pastoral Team to any concern/ issues relating to student welfare identified whilst working with students and/ or parent/ carers.

Attendance Reporting

- To ensure accurate recording and reporting of attendance data.
- Monitor the systems and procedures for monitoring and recording absence to ensure best practice.
- Ensure the accurate and timely reporting and analysis of all attendance data.
- Provide accurate attendance information to school management, Local Authority and other agencies as appropriate.
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Pastoral Team and to support the preparation of cases for further action.

Other (role specific)

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Take an active part in all key school events such as open evenings etc
- Assist with the clerical duties as required from time to time and as appropriate to your role
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give

you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Educational Welfare & Attendance Officer

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Knowledge of attendance in school and how this impacts outcomes		✓	A/I
Experience of working in an education setting in attendance and /or admissions		✓	A/I
Experience of working with young people and their families	✓		A/I/R
Experience of working with vulnerable and socially disadvantaged young people	✓		A / I
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Ability to work collaboratively with internal and external organisations to achieve positive outcomes for vulnerable and disengaged children	✓		A / I

Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English at grade 4 or above.	✓		A
Evidence of qualifications relating to safeguarding, student development of the mental health of young people		✓	A / I
Other skills			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it and learning from experiences.	✓		A / I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Understanding of data protection and confidentiality when handling sensitive data and the ability to maintain strict confidentiality of information	✓		A / I
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

We believe that every young person has the capacity to achieve beyond their expectations. As a multi-academy trust, we are committed to providing every child in our care with the best education we can in primary and secondary schools across South Yorkshire and Derbyshire. We also train and develop teachers to make sure our children have access to the very best educational thinking and practice.



As a Trust, we believe that every young person has the capacity to achieve beyond their expectations. Our mission is to work together to empower everyone to thrive and succeed. Our vision is that the Chorus community is cared for and supported to be the best they can be.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



A **collaborative environment** encouraging knowledge sharing and support.



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.