Orbis Education Trust

Kingsthorpe College

Attendance and Welfare Officer

RECRUITMENT PACK

June 2026

About
Orbis Educational Trust

Orbis Education Trust was founded in September 2021 and comprises of:

Southfield School, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

Kingsthorpe College, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

Hunsbury Park Primary School, 4 – 11 years of age, 351 pupils (Ofsted rating – Good, September 2022).

A fourth school will soon join the Orbis family; Hanwood Park School, 900 place secondary school.

Our mission is:
'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of pupils, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;

Job Details

POST OF:	Attendance and Welfare Officer
AT:	Orbis Education Trust, Kingsthorpe College
SUMMARY OF ROLE:	To provide efficient and effective attendance administration and advice in accordance with agreed Kingsthorpe College, Orbis Education Trust and National policies and procedures, ensuring compliance with all relevant legislation.
COMMENCEMENT:	September 2026
CONTRACT TYPE:	Permanent, full time, 195 days per year (term time plus 5 days), 37 hours per week
SALARY:	Orbis Pay scale 7-12: £24,521 - £26,547 p.a (FTE) **Actual Pro-Rata Salary including holiday pay: £21,287.97 - £23,046.84 per annum.**

Joining Kingsthorpe College

There is a vibrancy and an energy across our college. We firmly believe that Kingsthorpe College is successful because we work so well with each other

At Kingsthorpe College, we are passionate about providing opportunities for all our students to achieve artistic, athletic and academic excellence. We very much believe that our role is to help develop successful learners, confident individuals, and responsible citizens. In addition to ensuring that all our young people achieve their potential in these areas, there is also a genuine commitment to respect for individuals which is demonstrated in the daily life of the College.

High quality relationships are at the heart of everything that we do. We want our young people to be happy, confident, curious, and resilient learners. We know that this can only happen if relationships are built on trust and mutual respect. We believe that when young people feel safe and secure, everything is possible, and we promise to do our utmost to make sure that we unlock the potential in everyone.

All we can ask from our students is that they do their best, and we value hard work, determination, and thoughtfulness. We are proud of the extracurricular provision that we can offer, and we work hard to give our students plenty of opportunities to develop their confidence and creativity – both in and out of lessons.

We believe in clarity of communication, and the power of feedback. We always welcome open and honest dialogue between all those involved in and with the College. We are excited and optimistic about what the future holds for the young people and community which we serve.

Our Values and Ethos are:

Aspiration, Responsibility, Respect and Care

- To significantly stretch the performance and achievement of every student.
- To provide an exciting curriculum that makes learning enjoyable.
- To develop in each student a positive self-image and sense of worth.
- To promote high aspirations and high expectations.
- To develop respect for, and the recognition of, the needs of others.
- To enable each student to make informed decisions and exercise their rights and responsibilities.

To achieve all of this we will:

- Work in close partnership with students and their families.
- Engage effectively with other services in meeting all students' needs.
- Sustain an ordered community where expectations are consistently applied.
- Encourage students to take responsibility and develop leadership skills by working with each other.
- Promote enrichment activities which build on the curriculum and develop personal qualities.

Attendance and Welfare Officer

We have a vacancy for a positive and proactive Attendance and Welfare Officer to play a key role in the provision of high-quality student welfare and support at the school, ensuring that all students' attendance, safety and wellbeing is promoted and maintained.

The successful postholder will play a key role in building relationships and connecting with our local community to develop a sense of belonging among our students and families, ensuring that school attendance is valued by all.

Why join us:

We invest in and support our aspirant and highly skilled staff, making it easy to access opportunities for continued professional development

Our safe and nurturing environment enables staff to thrive

We are a collaborative team working across the school and with wider Trust colleagues – sharing ideas, spreading best practice, supporting and challenging, and bringing out our very best

Our faculty consistently beats national performance indicators year on year

We offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- Career progression opportunities
- Generous paid holiday entitlement (support staff)
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Long service awards and social events;

About us:

Kingsthorpe College is an oversubscribed 11-18 school with approximately 1,400 students on roll (200 students post 16) Graded Good in all areas by Ofsted in December 2019, we are now looking forward to the next stage of our journey from good to Great. During a recent interim inspection, inspectors noted significant improvements since their previous visit, highlighting high expectations of pupils, strong pupil progress, our safe and secure learning environment, and enriched curriculum. They also praised Trust and school leadership.

With our Trust growing, we are likely to have many more career development opportunities coming up in future.

The position is open for September 2026 start.

To apply for this role please visit: https://mynewterm.com/jobs/138932/EDV-2026-KC-71258

Closing date for applications: 9.00am, Monday, 13th July 2026. Interview dates week commencing 13th July 2026.

If this role attracts sufficient interest before closing date, we may decide to interview this vacancy at an earlier date, so an early application is advised. If you want more info about the role, please contact us at hr@orbismat.com or 01604 716106.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.

Job Description

Job title: Attendance and Welfare Officer
Hours: 37 hours per week (with a 30-minute unpaid lunch break per day)
Working Pattern: 8.00am – 4.00pm (Monday – Thursday), 8.00am- 3.30pm (Fridays)
Number of Weeks Worked: 195 days (39 weeks per year including 5 days extra term time)
Salary: Orbis Pay scale 7-12: £24,521 - £26,547 p.a (FTE). Actual Pro-Rata Salary including holiday pay: £21,287.97 - £23,046.84 per annum.

Purpose of the job:
To provide efficient and effective attendance administration and advice in accordance with agreed Kingsthorpe College, Orbis Education Trust and National policies and procedures, ensuring compliance with all relevant legislation. The Attendance & Welfare Officer will work alongside key College staff to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

It will be important to:
- Engage with the local community including students, families, and external agencies to improve student attendance.
- Promote and support high levels of attendance, to support students in achieving to their full potential.
- Promote a positive attendance and punctuality culture.
- Provide high quality student welfare and support at the school ensuring that all students' safety and well-being is maintained.
- Ensure that young people with social, emotional and behavioural needs are supported and sign posted.
- Work closely with the pastoral team and external agencies developing, implementing and monitoring systems and procedures to improve student welfare.

Main Duties and Responsibilities:
- Liaise with Senior Strategic Leader and Assistant Headteacher to ensure attendance procedures are in line with national statutory guidance.
- To work with identified individuals and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform College, Education Welfare and parents/carers.
- To carry out home visits to check on the welfare of individual students and connect with students and families to build relationships that will improve student attendance.
- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To follow College Policy of 'first day contact' for absent students.
- To ensure all unexplained absences are accounted for or send letters requesting an explanation.
- To input timely information i.e. exams, music trips, sporting events, work-based learning appointments, absence reports etc. and to keep key staff updated.
- To check accuracy and correct coding on registers before printing off official registers and filing away on a termly basis.
- To print off official registers daily and explained absences to ensure at hand in event of a fire.
- To follow Attendance policy and send out letters as required.
- To maintain an accurate system for students signing in/out of College.
- To assist and check records prior to the Census to ensure College attendance is accurate and up to
- date.
- To produce and interpret information relating to attendance patterns and report these to your line manager.
- To monitor the attendance of vulnerable groups of students and liaise with safeguarding team/SEN/EAL department.
- To contact all absent students on a daily basis in line with the College's Attendance policy.

- To assist with the identification of students who will receive support in improving their attendance record.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
- To work alongside relevant staff, teachers, inclusion team, learning support assistants, and the senior leadership team to exchange information and determine appropriate levels of intervention.
- To work with students and families identified by the College.
- To keep up to date with Arbor (school information management system) training and maintain student files and archive as necessary.
- To liaise with individual teachers and support staff in relation to the behaviour and learning of individuals and groups of students in the College.
- To participate in the annual staff review process (performance management) and all other school self-review processes.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments. Organise and lead Early Help Assessments to ensure timely and effective intervention is given to our students. Ensure that actions from the meetings are followed up through to implementation, and to measure the impact of these interventions.
- To liaise with other members of the Pastoral Team about any student concerns and to attend meetings as required.
- Contact parents/carers as necessary to discuss support, care and guidance issues and thereby provide an effective link between home and school.
- Maintain student records regarding interventions and contact with parents via the communication log.
- Comply to the Safeguarding policy and Keeping Children Safe in Education, when dealing with a safeguarding referral.
- Liaise with other agencies to support, care and guide students e.g. MASH, RMC and CAHMS etc.

General:

- Display appropriate conduct, behaviour and communication skills when dealing with students and other members of staff, including a commitment to equal opportunities.
- Understand students' behavioural, emotional needs, learning difficulties and SEN.
- Have experience of working / dealing with other people in order to enable effective interaction with members of staff, parents, students and outside agencies.
- Have appropriate IT skills and experience of organising administrative / organisational systems.
- Undertake relevant training that will enhance the role within the College.
- Work towards ensuring adequate cover for absent colleagues.
- Manage the workload on a day to day basis.
- Be aware of and adhere to KC procedures for health and safety.
- Other duties in support of the College as decided by the Headteacher within the scope of this post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential Criteria	Desirable Citeria
Education and Qualifications	· A good level of general education to at least GCSE level or NVQ Level 2 or equivalent. · GCSE English and Maths at Grade C or above.	· Higher Education e.g. A Levels, degree level or equivalent, or significant training and experience in a relevant post. · IT qualification.
Experience and Knowledge	· Good working knowledge of Microsoft Office including Word and Excel. · A high level of efficiency with the ability to maintain accurate and confidential records. · Commitment to delivering a positive 'customer' experience. · Willingness to participate in self-development opportunities and further training.	· Knowledge and compliance to keeping children safe in education. · Experience of improving students' attendance. · Knowledge and experience of early help assessments and previous experience working with external agencies to ensure positive impact for young students. · Understand and network with multi agencies. · Experience of the Schools Information Management System (Arbor). · Practical experience of participating in procedural meetings and note taking. · To have a good strategic understanding of the changing safeguarding needs of the local area and be able to address these with interventions. · Organise and lead on Early Help Assessments to ensure timely interventions. · Willingness to be flexible with working hours if required to respond to the needs of the College.
Ability and Skills	· High level of literacy and numeracy. · The ability to work independently and on their own initiative. Ability to work calmly under pressure, prioritise and work to deadlines. · Ability to work constructively as part of a team. · Ability to deal with difficult situations, maintain discretion and be capable of working with highly sensitive information. · Ability to maintain a flexible and confidential approach to all aspects of the post. · Ability to establish effective working relationships with students and their families to encourage a positive link between home and the College. · The ability to carry out home visits to check on student welfare. · Ability to communicate effectively to a wide range of different audiences, both orally and in writing, including the ability to promote the College. · Ability to assist line managers in developing best practice and ensure policy compliance.	

Personal Characteristics and Aptitude	· Hard-working · Reliable · An ability to establish good working relationships with staff and other stakeholders and to form and maintain appropriate relationships and personal boundaries with students. · Ability to be a representative of the College.	
Suitability to Work with children	Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked. Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities. Commitment to equal opportunities in the delivery of the curriculum.	