



Job Description

Job Title	ATTENDANCE, WELFARE AND PASTORAL SUPPORT MANAGER
Responsible to	Deputy Headteacher
Job Particulars	<p>Attendance & Welfare</p> <ul style="list-style-type: none">• Monitor and track student attendance, identifying and addressing patterns of absence, in liaison with other members of the school team.• Manage first-day calling procedures, follow up on unexplained absences, and liaise with parents/carers• Maintain accurate attendance records using Go4Schools and ensure registers are completed and accurate across the school day, tracking lateness and running late detentions to improve punctuality• Coordinate interventions for persistently absent students, including home visits and legal processes where applicable• Work closely with external agencies, feeder schools, and alternative provisions to monitor student attendance• Work closely with Havering School Attendance Support Service to monitor and improve student attendance• Provide attendance data reports for senior leaders and governors• Raise awareness of attendance expectations within the school community• Provide training for staff on attendance and behaviour monitoring systems. <p>Pastoral & Behavioural Support</p> <ul style="list-style-type: none">• Act as a Learning Mentor, supporting students with emotional and behavioural challenges• Implement strategies to support students at risk of exclusion, working with parents/carers to improve engagement• Monitor and track whole-school behaviour data, identifying students requiring intervention• Assist in investigations into disciplinary matters and provide work for excluded students• Assist with the administration and coordination of the whole-school detention system• Organise and support student reward schemes and recognition initiatives• Assist in pastoral events and student leadership activities• Supervise students in designated areas as required, such as isolation / refocus room• Complete duties in assigned areas, supervising students at break and lunchtimes as required. <p>Safeguarding & Student Wellbeing</p> <ul style="list-style-type: none">• Act as Deputy Designated Safeguarding Lead, supporting child protection processes• Liaise with safeguarding teams, external agencies, and counselling services

	<ul style="list-style-type: none"> • Ensure safeguarding records are maintained and information is transferred appropriately between schools • Provide support to vulnerable students, ensuring safeguarding concerns are addressed in line with school policy.
General	<ul style="list-style-type: none"> • To take personal responsibility for identification of own learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
Safeguarding	<ul style="list-style-type: none"> • All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.

Signed: Date:
Employee

Signed: Date:
Line Manager