



## Job Description

<b>Job Title</b>	Welfare Lead
<b>Responsibilities</b>	Welfare, Attendance and Deputy DSL
<b>Grade</b>	2026 Scale 7
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Teaching staff, support staff, pupils, parents / carers/other agencies as required
<b>Job Purpose</b>	<p>To provide effective managing of attendance &amp; maintain the welfare and pastoral support of students. This post will support the school in all matters relating to attendance, student welfare, behaviour and child protection issues. There will therefore be extensive involvement with senior staff and with parents.</p> <p>To lead and coordinate a high-quality welfare provision across the partnership, ensuring that all pupils are safe, supported and able to thrive. The Welfare Lead will play a key role in promoting positive attendance, behaviour and safeguarding practices, working in close collaboration with school leaders, staff, families and external agencies.</p> <p>The postholder will oversee and support all aspects of pupil welfare, including attendance, behaviour, and child protection, ensuring that systems are robust, consistent and aligned across the partnership. They will act as a central point of expertise and guidance, helping to identify barriers to learning, coordinate early intervention and ensure timely, effective support for vulnerable pupils.</p> <p>The Welfare Lead will contribute to a culture of high expectations, inclusion and care, ensuring that all statutory safeguarding duties are met and that the wellbeing of pupils remains at the heart of decision-making across all schools.</p>
<b>Duties Attendance /Welfare</b>	<ul style="list-style-type: none"> <li>• Monitoring the attendance of all pupils and implementing strategies to improve attendance and punctuality to meet school targets so that pupils' attainment improves</li> <li>• Liaising with other members of staff to ensure the students welfare needs are met so that students feel safe and secure both within school and at home</li> <li>• Establishing and maintaining positive links between the school and parents / carers in parenting or eliciting outside support for them to</li> </ul>

	<p>do so</p> <ul style="list-style-type: none"> <li>• To establish and coordinate links with a variety of external agencies to support pupils with serious behavioural, emotional or child protection needs</li> <li>• To liaise with parents and alternative educational provision services to ensure the educational and pastoral needs are met of pupils with specific needs. To make contact with other schools and gain any relevant information about the attendance records of new students</li> <li>• Contacting and working with parents / carers and the school pastoral team to address on-going concerns regarding their child's absence, lateness and truancy. Evaluate the impact of interventions and put in place actions to address further concerns.</li> <li>• Setting and monitoring targets for attendance and punctuality in relation to school context and national expectations with the Senior Leaders</li> <li>• Put in place daily provision for pupils in order to improve attendance, punctuality or support them with specific welfare needs</li> <li>• Analyse and update the pastoral team, SLT, Governing Body regularly on the schools performance in relation to attendance, punctuality and exclusion targets</li> <li>• Arrange and complete home based visits where necessary for attendance concerns</li> <li>• Prepare details for legal cases in conjunction with EWO service</li> <li>• Make home visits to discuss with parents / carers support strategies designed to encourage and develop appropriate behaviour in a variety of settings</li> <li>• To make referrals and liaise regularly with Social Services regarding child protection matters, organising and attending PEP, TAC and core group meetings, attending child protection meetings and feeding back regarding pupil educational needs</li> <li>• To assess pupils individual needs, often with parental support, to consider and implement the best possible support to address any concerns, liaising with and making referrals to external agencies where required.</li> <li>• To plan and deliver a range of practical school-based workshops for parents / carers to support them with parenting skills, analysing the impact of such support.</li> <li>• To provide the Senior Team with appropriate reports upon request.</li> <li>• To provide support for assisting students who are exhibiting difficult, aggressive and distressing behaviour.</li> </ul>
<p><b>Duties Safeguarding</b></p>	<p>– Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:</p> <ul style="list-style-type: none"> <li>• Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;</li> </ul>

	<ul style="list-style-type: none"><li>• Operating clear whistleblowing procedures,</li><li>• Sharing information, with other professionals</li><li>• Take responsibility as the deputy designated professional lead for Safeguarding</li><li>• Operating and monitoring clear policies for dealing with allegations against people who work with children.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li><li>• 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</li></ul>

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working with children in a school/early years environment NVQ Level 3 in learning support/early years or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Knowledge of First Aid Good knowledge of appropriate procedures, regulations and guidance.
	Literacy	NVQ level 3 or equivalent in English.
	Numeracy	NVQ level 3 or equivalent in Maths
	Technology	Good working knowledge of ICT to support learning and for administrative/ organisational effectiveness
<b>Communication</b>	Written	Ability to write detailed reports, complete returns and write complex letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Successful completion of training to support SEN if appropriate Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems
	Child Development	Good understanding of child development and pastoral issues such as inclusion and transition
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems

		to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of Child Protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance