



## Job Description

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Post Title: Pastoral Welfare and Support Manager

Salary: Grade F, SCP 14 - 19

Reports To: Deputy/Assistant Headteacher

### Job Purpose

The postholder will provide support to the pastoral team across the key areas of welfare, attendance and behaviour support. This will include providing administrative support in relation to pastoral matters, and ensuring Student Behaviour, Attendance and Wellbeing is maintained to an outstanding level. In addition to maintain records and liaise with stakeholders on matters related to Welfare, Behaviour and Attendance.

### Main Duties and Responsibilities

- Liaise with parents/carers and visit student homes to discuss attendance, punctuality and welfare issues, establish reasons for non-attendance and setup and implement Attendance Action Plans to facilitate a return.
- Be an active and positive role model within the school community.
- Assist with the promotion of attendance initiatives across the whole school.
- Be aware of policy on lone working and health and safety issues and consult with line manager before visiting a family home.
- Liaise closely and communicate clearly with appropriate members of staff and other agencies for the sharing and gathering of information, being aware at all times that this may be confidential or of a delicate nature.
- Keep clear and concise records of all meetings and to write any other reports.
- Record and report back to the Heads of House, Welfare and Attendance Manager or DSL outcomes of all meetings attended.
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- Support the organisation of remote and in-person parents meetings and evenings.
- Contribute to the organisation and delivery of parent/family engagement events, meetings and activities.
- Contribute to the organisation and delivery of transition and student engagement events.
- Support the Heads of House with behaviour systems and data analysis using the MIS and other IT systems to maintain records and produce reports.
- Play a key role in the pupil reintegration process following behaviour incidents.
- Support small groups of students in developing their resilience and well-being.
- Work with families to improve student attendance.
- Working with students in school to improve attendance.
- Supporting the implementation of school systems linked to attendance and punctuality.
- Safeguarding, mental health and resilience pupil support.
- Communication with parents to provide prompt first response.
- Supporting the transition of identified pupils from primary school.
- Supporting the transition of identified pupils at key points during school.
- Support new students and their transition into school.
- Fulfil the role of a form tutor if and when required.

### **Other Professional Requirements**

- Provide support and cover for absence where needed.
- Support the overall administrative operations of the school.
- Invigilation of examinations where required.
- Contribute to the delivery of the school behaviour policy.
- Pupil Supervision support organisation and delivery of school systems and structures.
- Establish and Maintain Relationships with external stakeholders.
- Ensuring Safety and Safeguarding of students at all times.
- To positively promote the school by effective communication within the community.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To support the school in meeting its requirements for worship.
- To promote actively the school's corporate policies.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Undertake any reasonable request of the Head Teacher and accept any reasonably delegated additional responsibility from the Head Teacher.

### **Additional Information**

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**September 2026**