



Delves Lane Primary School
Delves Lane
CONSETT
Co Durham
DH8 7ES

Tel: 01207 503984

Email: delveslaneprimary@durhamlearning.net

Head Teacher: Mrs Becky Woods

Job Advertisement

Attendance and Pastoral Officer

The Governors of our fully inclusive, successful and welcoming school seek to appoint a part-time Grade 7 Attendance and Pastoral Officer. This post will start as soon as possible. This post is temporary for one year initially.

Are you passionate about making a difference?

Do you possess excellent communication and interpersonal skills?

Do you want to be part of a happy, strong, committed and aspirational team?

If so, we have an exciting opportunity for you to join us as an Attendance and Pastoral Support Officer.

This role is central to ensuring that young people, especially those facing attendance challenges, receive the best possible education and support to reach their full potential.

This role will involve offering support to the school in relation to the attendance and pastoral welfare of pupils, to improve attendance, pastoral work and parental engagement.

This will include conducting and analysing attendance data, liaising with families, carrying out home visits, organising and delivering drop-in sessions for parents and carers, pastoral work with children, working with early help and child protection cases as well as building a relationship with pupils and parents/carers.

We therefore require someone with excellent people skills, coupled with a calm but firm manner, to enable effective relationships to be forged with our children and their families, collaborating with them in school and off-site.

The successful candidate should be self-motivated and well organised; able to work under pressure and have a high level of personal drive to identify and break down any barriers impacting pupil attendance. A willingness and desire to help raise aspirations, despite sometimes challenging behaviour and a lack of engagement is also essential.

You should be able to demonstrate an understanding of the importance of safeguarding procedures in education and have excellent literacy and numeracy skills, alongside a competency in ICT.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

Applicants must hold a qualification that meets the approved 'full and relevant' criteria for Early Years qualifications and inclusion in staffing ratios.

Our school will offer:

- A supportive, inclusive, friendly and professional environment
- Enthusiastic and motivated children
- Highly skilled and committed staff
- Dedicated governors and a supportive school community

We are committed to safeguarding and promoting the welfare of children and young people and, if successful, you will need to apply for an enhanced DBS disclosure.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Visits to the school are encouraged and can be arranged by contacting our Admin Team on:

Tel 01207503984

Email: delveslaneprimary@delveslane.co.uk

Please return completed applications to the school.

Applicants are advised that references will be requested on receipt of application and used to aid shortlisting. Please ensure that your nominated referees are aware of your application.

Closing Date: Wednesday 25th September at 4.00pm

Interviews: Friday 2nd October (PM)