



JOB DESCRIPTION

Name of School: Park Primary School

Post: Welfare Lead

Grade: Band H (SCP 25-28)

Reporting to: Headteacher

Key Role/Functions

To ensure that safeguarding responsibilities are fulfilled to a consistently high standard and act as Designated Safeguarding Lead (DSL) or Deputy DSL, in accordance with school need. To lead on improving pupil attendance across the school, taking proactive and targeted action to promote high levels of attendance and remove barriers for pupils and their families. To provide strategic leadership of pastoral provision and promote positive mental health across the school. To deliver and coordinate effective family support and inclusion in order to improve outcomes for all pupils.

Main Areas of Responsibility

- Act as Designated Safeguarding Lead (DSL) or Deputy DSL, in accordance with school need
- Advise and support staff in meeting pupils' pastoral and safeguarding needs
- Build strong relationships with parents/carers, acting as a key point of contact and removing barriers to engagement
- To lead on the school's attendance strategy in order to promote, challenge and improve pupil attendance
- Lead transition processes, including entry to school, in year transfer and transfer to secondary provision
- Lead on the continued development of mental health support services in school, implementing and managing wellbeing initiatives for pupils
- Support the implementation of the school's Behaviour Policy and work alongside staff to promote positive behaviour strategies
- Provide information and reports for governors, as required
- Attendance at training events to ensure up-to-date knowledge and best practice
- Attendance at school events outside of core working hours

Safeguarding

- Act as Designated Safeguarding Lead (DSL) or Deputy DSL
- Ensure all safeguarding practice meets statutory requirements and local guidance
- Represent the school at safeguarding and multi-agency meetings
- Advise and support staff in managing safeguarding concerns
- Lead and contribute to safeguarding policies, procedures and audits
- Complete and manage safeguarding referrals and documentation
- Maintain accurate, secure and up-to-date safeguarding records
- Represent the school at safeguarding and child protection meetings
- Lead Early Help processes and referrals
- Work in partnership with external agencies to support pupils and families
- Ensure staff are trained and up to date with safeguarding expectations
- Monitor and review safeguarding cases, reporting to senior leaders and governors

Working with Families

- Act as the main point of contact for families requiring support
- Build and maintain positive relationships with families
- Lead support for vulnerable families, coordinating appropriate interventions
- Liaise with external agencies
- Work collaboratively with families and professionals to improve engagement with learning
- Maintain regular contact with families to support pupil outcomes
- Maintain accurate and confidential records in line with school procedures
- Identify and deliver parenting support programmes and family workshops
- Undertake home visits, including where needed

Pupil Attendance and Punctuality

- Lead strategies to improve attendance in line with school policies and priorities
- Maintain, update, monitor and analyse attendance, identifying pupils requiring support
- Investigate absence and develop targeted plans for improvement
- Work with families and pupils to address barriers to attendance
- Undertake home visits where appropriate, including for persistent/severe absences
- Advise and support staff in managing attendance
- Liaise with external agencies to improve outcomes
- Support decision-making regarding referrals, panels and legal processes
- Produce regular attendance reports for leaders and governors
- Manage attendance processes including; children missing education, term time leave, part time tables

Promoting Positive Mental Health

- Act as the link with mental health support services in school
- Lead and develop whole-school approaches to mental health and wellbeing
- Promote mental health as a priority for pupils
- Monitor and evaluate the impact of provision
- Engage with pupils, staff and families in shaping provision
- Provide training to help staff recognise and respond to mental health needs

Pupil Transition

- Lead transition arrangements for pupils joining and leaving the school
- Coordinate induction programmes for new pupils and families
- Gather and share relevant pupil information to support early provision
- Liaise with staff, parents, LA and other schools to ensure a smooth transition into school

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties

Elements of this job description and changes to it may be amended in light of organisational and service requirements

Issued by

Headteacher **M. Mellin**

Date **18th March 2026**