

Attendance and Pastoral Officer

Park End Primary School
Overdale Road
Park End
Middlesbrough
TS3 0AA
Tel: 01642 314309
Website: www.parkendprimary.co.uk



Head Teacher: Mrs Julia Rodwell
Salary: NJC Grade D £26,403.00 pro rota
Hours: 35 hours
Contractual Status: Permanent
Start date: October 2026

Park End Primary is seeking an enthusiastic, self-motivated Attendance and Pastoral Officer to work within the Safeguarding Team. 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.

The primary focus of this role is to have a positive impact on increasing pupil attendance and safeguarding the emotional and physical welfare of children.

This will include liaising with families, being the first response for absences, undertaking home visits, weekly attendance reviews, creating attendance support plans, organising and delivering drop-in sessions for parents and carers and building a relationship with pupils and parents/carers to ensure that attendance is optimised.

The successful candidate should be:

- self-motivated and well organised;
- able to work under pressure
- effective communicator
- have a high level of personal drive to identify and break down any barriers impacting pupil attendance.
- have a willingness and desire to help raise aspirations, despite sometimes challenging behaviour and a lack of engagement.
- demonstrate an understanding of safeguarding procedures.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Any offer of a position is subject to a DBS clearance

The application form, job profile and person specification can be downloaded from the site or is available from www.parkendprimary.co.uk . Please send your completed application form to recruitment@parkendprimary.co.uk.

Closing date: Friday 11th September 2026 at 12 noon

Short listing: Week beginning 14th September

Interview date: Week beginning 21st September