



Recruitment Pack



St Peter's Catholic Primary School

Contact us:

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📍 Sandy Lane, Doncaster, South Yorkshire DN4 5EP

About us:

St. Peter's is a warm and welcoming school where every member of the community is valued and celebrated as an individual with unique qualities, gifts and talents.



St Peter's Catholic Primary School is a member of the St Francis Catholic Multi Academy Trust



Job Title: Attendance and Pastoral Officer
Salary/Grade: Grade 6 £25,989 - £28,142
Actual Salary Range: £17,854 - £19,781
Hours: 30
Contract Type: Permanent
Working Weeks: Term Time Only
Closing Date: 9am Friday 11th September 2026
Interview Date: W/C 21/09/2026
Start Date: Monday 2nd November 2026 (Earlier/later start dates would be considered)

We are delighted that you are considering applying for the role of Attendance and Pastoral Officer at St Peter's Catholic Primary School.

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High School across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique serving wide ranging communities; we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

About the Role

We are seeking to recruit a compassionate, organised and proactive Attendance & Pastoral Officer to lead whole-school attendance improvement and provide high-quality pastoral support for pupils and families. This is an exciting chance to make a measurable difference to the lives of pupils across a diverse one form entry school and to grow professionally within the St. Francis Catholic Multi Academy Trust.

As Attendance & Pastoral Officer you will:

- Lead whole-school attendance work: manage daily registers and first-day calling, analyse attendance data (Arbour), identify patterns and produce clear reports for SLT and governors.





- Design and deliver targeted attendance improvement plans and support timely statutory interventions, liaising with the Local Authority and other agencies.
- Provide sensitive, confidential pastoral support to pupils and families—delivering one-to-one and small-group interventions that promote wellbeing, resilience, social skills and reintegration after absence or exclusion.
- Act as a Deputy Designated Safeguarding Lead (DDSL) when required: record concerns on CPOMS, support the DSL with referrals and multi-agency work.
- Coordinate early help assessments and plans, undertake home visits and represent the school at meetings and panels.
- Support staff with practical strategies to improve pupil engagement and behaviour, and contribute to the review of pastoral and behaviour policies.

This role will suit someone who enjoys a varied, hands-on caseload and who wants to make a direct, positive impact on pupils' access to education and wellbeing. Dependent on experience, the role may also require providing classroom support.





Job Description

Main Purpose of the Role

The Attendance and Pastoral Officer will lead whole-school attendance improvement and provide high-quality pastoral support to pupils and families at St. Peter's Catholic Primary School. Working closely with the Headteacher, Deputy Headteacher & SENCo, class teachers and external agencies, the post-holder will remove barriers to learning, promote punctuality and sustained attendance, and contribute to a safe, inclusive Catholic school community that reflects the school's vision and values.

The role is key to ensuring pupils from the school's diverse intake can access full-time education. The post-holder will contribute to outcomes for disadvantaged pupils, support pupils' social, mental and emotional health (SMEH), and help sustain high attendance through early intervention, family engagement, and statutory compliance.

Key Responsibilities and Duties

Attendance and Punctuality (Core)

- Oversee daily attendance procedures, including maintaining and reviewing registers and monitoring punctuality across the school.
- Lead first-day calling every morning to follow up unexplained absences and record outcomes.
- Identify patterns and trends in attendance (whole school, year groups, vulnerable cohorts such as EAL, SEN, disadvantaged pupils) and prepare robust reports for SLT, governors and the Trust.
- Develop and deliver targeted attendance plans, setting measurable improvement targets for individuals and groups.
- Liaise with the Headteacher and the Local Authority Education Welfare Officer and other statutory bodies, initiating referrals and escalation where appropriate.
- Organise and participate in attendance panels, meetings with parents/carers, and home visits as required.
- Maintain accurate absence records in the school's MIS (Arbor) and ensure statutory reporting obligations are met.

Pastoral Support and Early Help

- Provide daily, high-quality, confidential pastoral support to pupils experiencing social, emotional or family difficulties; offer a welcoming, safe space for pupils to talk.
- Conduct one-to-one and small group interventions to support wellbeing, resilience, behaviour and social skills; monitor and review outcomes.





- Work with families to identify and remove practical barriers to attendance and learning (transport, uniform, basic needs) and co-ordinate practical support or referrals.
- Lead early help assessments and plans in conjunction with the DSL/DDSL, family support services and other agencies; attend multi-agency meetings and keep records of actions and outcomes.
- Plan and implement reintegration strategies for pupils returning from exclusion or prolonged absence; liaise with class teachers to ensure appropriate curriculum access and phased return where needed.

Behaviour and Pastoral Systems

- Monitor behaviour trends and collaborate with staff to implement pastoral support plans, behaviour contracts and restorative approaches.
- Provide advice and practical support to class teachers and support staff on strategies to support pupils' SMEH and improve engagement.
- Contribute to development and review of the school's SMEH and behaviour policies and pastoral documentation.
- Maintain and update the school's behaviour and pastoral records; produce regular reports for SLT, governors and the St Francis Catholic Multi-Academy Trust.

Safeguarding (Designated Safeguarding Lead Support / DDSL responsibilities)

- Act as a Deputy Designated Safeguarding Lead (DDSL) as delegated; take reports of safeguarding concerns, record them accurately and promptly using CPOMS, and support the DSL in referrals to Children's Services where necessary.
- Monitor vulnerable cohorts (e.g., pupils with SEND, safeguarding plans, CIN/CP/LAC) and ensure attendance and welfare actions are co-ordinated with other professionals.
- Participate in child protection meetings, conferences and reviews; contribute attendance/welfare information and follow agreed actions.
- Ensure all actions comply with school safeguarding policy, statutory guidance and the St. Francis Catholic Multi Academy Trust procedures

Data Management and Reporting

- Maintain accurate, up-to-date records (attendance, pastoral interventions, safeguarding contacts) in Arbor and CPOMS in line with the school's Records Management and Data Protection policies.
- Produce weekly and termly attendance/pastoral reports for SLT, governors and the Trust; highlight areas of risk and recommended actions.
- Contribute to statutory returns and audit requests relating to attendance and safeguarding.





Family and Community Engagement

- Build positive relationships with parents, carers and families to encourage partnership working and promote the school's Catholic ethos.
- Develop and deliver parent workshops and communications around attendance, punctuality, transitions and wellbeing.
- Liaise with pre-school settings and receiving secondary schools to support smooth transitions for new and leaving pupils

Administration and General Duties

- Attend relevant meetings, training, CPD and home visits as required.
- Support assemblies, parent's evenings and other school events with a pastoral presence.
- Act as a role model for pupils and staff, demonstrating professional conduct aligned with the school's values and Catholic ethos.

Essential Skills and Competencies

- Excellent interpersonal skills, able to build rapport and trust quickly with pupils, parents and staff from diverse backgrounds and with differing needs.
- Strong written and verbal communication skills; able to chair sensitive meetings and deliver difficult messages with empathy and firmness.
- Good organisational skills, able to manage caseloads, multi-task and prioritise effectively.
- Sound judgement and problem-solving skills with an ability to assess risk and make timely, appropriate decisions.
- Ability to work independently and as part of a team, showing initiative and resilience.

Technical and Data Skills

- Competent use of school MIS (Arbor), safeguarding software (CPOMS) and standard office packages (Google Workspace).
- Ability to generate, interpret and present attendance and pastoral data to SLT and governors.
- Understanding of statutory attendance regulations and experience of referring to Education Welfare Officers and other statutory agencies.





Personal Qualities and Values

- Commitment to the Catholic ethos of St. Peter's Catholic Primary School; respectful of the school's mission, values and inclusive practice.
- Empathetic, non-judgmental approach and commitment to confidentiality and professional boundaries.
- Cultural competence and sensitivity to the school's diverse community
- Resilience, patience and a commitment to improving outcomes for vulnerable pupils.

Safeguarding

- The post-holder must demonstrate a commitment to safeguarding and promoting the welfare of pupils at all times.
- Act as a Deputy Designated Safeguarding Lead (DDSL) as required, applying statutory guidance and the school's safeguarding policy in all actions.
- Record, report and monitor safeguarding concerns promptly and accurately using CPOMS; participate in child protection case conferences and multi-agency meetings.
- Adhere to safer recruitment, data protection and confidentiality procedures; attend mandatory safeguarding training and updates.
- Ensure attendance and pastoral interventions prioritise pupil safety, wellbeing and the removal of barriers to learning.





Person Specification

Criteria	Essential/Desirable
Qualifications and Training	
GCSE grade 4 or above in Maths and English	Essential
Relevant qualifications in counselling, youth work, social care, education welfare or pastoral work are desirable.	Desirable
Current safeguarding training or willingness to undertake Designated Safeguarding Lead (DDSL) training	Essential
Additional qualifications in mental health, trauma-informed practice, behaviour support, counselling or Early Help	Desirable
First Aid Certificate	Desirable
Experience	
Experience of working in an educational setting with responsibility for attendance, pastoral care, safeguarding or family support.	Desirable
Experience of working with vulnerable families, running early help or multi-agency plans and knowledge of local agencies and services.	Desirable
Experience of using Arbor and CPOMS is highly desirable	Desirable
Skills and Knowledge	
Knowledge of school attendance procedures, statutory guidance and attendance improvement strategies	Essential
Knowledge of Early Help processes and multi-agency working	Essential
A passion for working with children and young people with Special Educational Needs	Essential
Hold high expectations for children and young people's learning and achievement	Essential
An understanding of relevant policies and awareness of relevant legislation	Essential
An understanding of child development	Essential
Awareness and proven experience of the need to maintain confidentiality and ensure accurate records	Essential
The capacity to use relevant ICT	Desirable
Personal Qualities	
Good written and verbal communication skills	Essential
A team player with a collaborative approach with good interpersonal skills and the ability to build positive relationships	Essential
Ability to communicate sensitive information with empathy, professionalism and appropriate challenge,	Essential
Ability to manage a varied workload, work to deadlines, manage own time, prioritise tasks and proven organisational skills	Essential





Ability to analyse, interpret and present attendance and pastoral data	Essential
Positive, ambitious and forward looking whilst being resilient and easily adaptable to change	Essential
Honesty and integrity with an ability to act as a positive role model for pupils	Essential
Non-judgemental, inclusive and emotionally intelligent	Essential
Passionate and enthusiastic about making a difference, child-centred and committed to achieving the best outcomes for pupils	Essential
Ability to work with children and young people that present challenging behaviour	Essential
Ability to form respectful and trusting relationships with a range of people including parents and carers	Essential

St Francis is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.

How to apply?

If you are interested in this post, informal visits to our school are very warmly welcomed; just contact us to arrange an appointment to come and meet with the Headteacher.

Completed application forms should be returned to admin3@stpeterdoncaster.co.uk by the closing date of Friday 11th September 2026 at 9am.

