

Job description

Job Title: Safeguarding & Attendance Officer

Salary Scale: Lighthouse scale points 18 – 22

Salary: £24,313 - £26,317 (FTE)

£21,956 - £23,766 Actual salary for 37 hours per week, 41 weeks per year

Hours of Work: 37 hours & 38 weeks plus 3 weeks

Accountable To: Principal

Reports To: Assistant Principal (PDBW & POST 16) or Designated Safeguarding Lead

Job purpose
<ul style="list-style-type: none"> • To be responsible for overseeing and coordinating safeguarding and attendance across the school • To support the Designated Safeguard Lead and Wellbeing Coordinator to proactively support safeguarding and attendance across school
Main duties
<ul style="list-style-type: none"> • Carry out appropriate administrative duties as required by the Principal / DSL • To play a key role managing safeguarding within the school • To be the first point of contact / intervention for safeguarding issues, including for students, parents and external agencies. • Cooperating with the DSL and Safeguarding Team to act as a source of intervention, investigation, support, advice and expertise for students and staff within the school regarding all safeguarding matters • Be familiar with, understand and apply the school's Safeguarding policy • Refer cases to social care and other outside agencies or to support and facilitate staff in making referrals • Refer (in consultation with key staff) cases to Disclosure and Barring Service or Police as required • Liaise with DSL/Principal, local authority officers and other relevant agencies/parties in relation to safeguarding issues and concerns • Undergo and regularly update safeguarding training to ensure the appropriate level of knowledge and skill is maintained • Work with DSL to ensure that all staff are appropriately trained and that training is updated • Work with DSL in maintaining, reviewing, developing and improving school safeguarding systems and procedures, including the CPOMS safeguarding database • Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) • Assist the Designated Safeguarding Lead with raising awareness of child protection policies, issues and requirements as appropriate in line with Keeping Children safe in Education (Appendix B) as amended from time to time • Provide cover for the Designated Safeguarding Lead as required

- Attend internal meetings (e.g. safeguarding meetings, pastoral executive meetings, staff meetings, line meetings) and external meetings e.g. CIN, CP, team around the family, meetings with parents etc. – as and when required
- Undertake all other appropriate duties as directed by the DSL to support and ensure the school fulfils its safeguarding responsibilities
- To coordinate and support the Early Help Team
- Liaise with and work alongside outside agencies as required
- Work with and support the Key Stage coordinators and wellbeing teams as required, including liaising with class teachers and parents
- Provide opportunities for students to discuss issues 1:1
- Oversee School Counselling, Young Carers, External Mentoring and children's society and any other relevant whole school interventions
- Liaise with Key Stage coordinators, SENCo, wellbeing coordinators
- Assist as required with the effective running of inclusion and pastoral systems
- Provide support and care for students as needed
- Advise and assist parents/carers to maintain regular school attendance of their children
- Communicate clearly to parents/carers the attendance procedures and expectations of the school
- Collect and analyse attendance data to enable identification and tracking of pupil attendance
- Input daily attendance data onto the Scholar Pack Management System
- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers and external agencies
- Monitor and track whole school attendance and punctuality and to send out letters where appropriate
- Produce termly reports for the Principal and Governing Body
- Monitor and track the attendance of groups of students, particularly those designated as "disadvantaged"
- Develop and maintain links with parents/children and the local authority's Educational Welfare Service
- In conjunction with the Wellbeing Coordinator conduct home visits to support attendance
- Monitor and ensure that correct attendance codes are entered in class registers and on Scholar Pack
- Schedule and attend school-based meetings with parents/carers as necessary

Behaviour and Safety

- Supervise students as required during play and mealtimes, encouraging appropriate behaviour consistent with the school's Behaviour policy
- Coordinate and supervise arrival and departure of students at start and end of school day
- Encouraging good relationships between students at all times
- Contribute to a safe, purposeful and stimulating environment for students, rooted in mutual respect

- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Responsible for the Health and Safety of self and others
- Responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- To coordinate safeguarding and attendance campaigns with Key Stage Coordinators
- In liaison with training manager, coordinate related subject matter training
- To provide support and guidance to school Early Help Practitioners
- To liaise with SENCo, LA Health, Safety and Wellbeing team and other relevant professionals
- To attend Operational Management Team meeting as required
- To coordinate a regular safeguarding team meeting
- To work with Key Stage coordinators to support attendance
- Work collaboratively as part of a team and provide help and support to other team members.
- Participate in any relevant meetings/professional development opportunities at the school as appropriate
- identify opportunities for working with colleagues and sharing the development of effective practice with them
- To support the effective running of the school by ensuring the policies and procedures are understood and followed
- Cover for absent colleagues as appropriate

Professional development

- Regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues
- Be responsible for improving your practice through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Participate in professional development by undertaking training opportunities as appropriate to the post holder
- Participate in scheduled supervision and line management meetings as appropriate.

Other

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Principal and by the line manager or other member of staff acting on their behalf.



The above responsibilities are not an exhaustive list and the post holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time. Changes to this document will be made in consultation with the post holder.

Signature of Post Holder: _____ Date: _____

Signature of Principal: _____ Date: _____

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs inc English and Maths • Designated Safeguarding training completed or a willingness to complete training 	<ul style="list-style-type: none"> - Early Help training - Prevent - Safeguarding training - Attendance training
Experience	<ul style="list-style-type: none"> • Experience of undertaking a range of clerical duties • Experience of working with young people • Experience of Microsoft office applications & other Management information systems 	<ul style="list-style-type: none"> • Previous experience in attendance work • Previous experience of safeguarding work in a educational setting • Experience of working with young people with ASC • Experience of, or willingness to learn, a range of computer applications
Knowledge	<ul style="list-style-type: none"> • Knowledge of safeguarding systems in educational settings • Knowledge of attendance systems in educational settings 	<ul style="list-style-type: none"> • A basic knowledge of the work of a school • Basic knowledge of school attendance systems and processes • Knowledge of school Safeguarding policies and procedures
Skills	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Ability to prioritise effectively • Proven excellent written and verbal communication skills 	<ul style="list-style-type: none"> • Ability to produce accurate and up-to-date records and reports as required • Able to drive and access to a vehicle to attend off site meetings

	<ul style="list-style-type: none"> • Good IT skills • Ability to work in an organised and methodical manner • Ability to convey information clearly and accurately • Ability to maintain efficient record keeping • Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc. • Ability to take personal responsibility for organising day to day targets • Ability to demonstrate basic keyboard skills for accurate computer input and retrieval • Ability to work effectively as part of a team • Ability to work in a discreet, confidential and sensitive manner 	
<p>Attitude</p>	<ul style="list-style-type: none"> • Ability to work within a team • Ability to mediate between staff, students, parents and external agencies • Sensitivity to the needs of young people • Ability to work with young people from different social, cultural and ethnic backgrounds • To be positive and encourage young people to be positive 	<ul style="list-style-type: none"> • Ability to influence solution focused attitudes in others • Ability to see the positive in the difficulty situations that sometimes arise in safeguarding and attendance.

	<ul style="list-style-type: none"> • To be able to manage own time and that of others • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge 	
--	---	--

Closing date for applications:	
Contact:	Principal 0113 284 4263