

Job description

Job title

Attendance and Safeguarding Officer

Hours

37.5 per week

Contract

Permanent

Role profile and grade

TLS22 Grade 2, Point 4 rising to Point 6

Salary

£27,814.31

FTE - £29,108.00 with biennial increments rising to £32,295.00

Pro-rated to 43 weeks

Location

Cheadle

Reports to

Assistant Headteacher - DSL

Job purpose

To enable all students to engage in education by supporting their safeguarding and welfare needs. This will involve working with students, staff, parents and carers to address barriers to learning and ensure effective safeguarding policies, practices and procedures are in place. The role will involve support for families and regular liaison with families, social workers and other external agencies.

Key Responsibilities

Attendance

- Lead all home visits with the aim to engage with families and improve attendance.
- Data processing for student attendance.
- Apply detailed knowledge of legislation relating to school attendance to inform attendance policies and procedures within the school.
- Use experience in working in education and relevant insights from education and training to develop strategies to improve attendance.

- Apply knowledge of policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection to ensure that any concerns are directed to the appropriate person.
- Use experience of working with families and guardians in a collaborative way to maintain positive relationships with the school.
- Apply understanding of working with external agencies to support students' attendance.
- Contribute to the development and implementation of attendance strategies and systems within established procedures and policies.
- Leads the process of recording all attendance data, reasons for pupil absence and late arrivals, ensuring that any missing information is followed up.
- Ensure that regular pupil attendance updates are provided to the relevant staff as well as the senior leadership team.
- Lead the generation and interpretation of attendance statistics, including the creation of data reports and refers cases to the Leadership Team when required.
- Identify and work with individuals using regular attendance checks.
- Work closely with parents/carers and students to improve levels of attendance.
- Lead most correspondence in respect of attendance, issuing letters and liaising with the Senior Leadership Team as appropriate.

Safeguarding

- To work with the Senior Leadership Team in ensuring effective procedures for safeguarding children are applied in school and support the Designated Safeguarding Lead.
- Pick up lower-level safeguarding concerns in real time and make relevant contact with families and other agencies.
- Under the direction of the DSL or Headteacher, make referrals to external agencies.
- Keep safeguarding records up-to-date on CPOMS, by categorising concerns and recording clear actions as to next steps.
- To act as the link between the school and the Trust in ensuring a coherent approach to safeguarding issues.
- Make recommendations to the DSL and Headteacher in devising and managing school procedures and practice including monitoring and evaluation of implementation.
- Have responsibility for ensuring all staff in school are kept informed of updates to practice and procedures.
- Attend core group meetings and child protection meetings on behalf of the DSL from time to time and undertake case management under the supervision of the DSL.
- Provide support to children where appropriate.

- Facilitate the transfer of relevant student information inside and outside the school in accordance with GDPR regulations and policy.

Parents and Community

- Develop and maintain relationships with parents and carers to encourage participation in school.
- Develop and maintain relationships with other professionals in relation to Looked After Children.
- Provide support/advice to parents and carers where required.
- Safely share safeguarding records with other agencies where required.
- Develop and maintain relationships with external agencies including the Trust Safeguarding Lead.
- Develop and maintain relationships with community partners who can provide support for parents and carers.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection and safeguarding.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Deliver CPD relating to Safeguarding and Attendance, under the supervision of the DSL.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other responsibilities

- Produce reports on safeguarding and mental health patterns and trends which can be shared with governors and analysed to identify supportive strategies and interventions.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the other designated safeguarding leads (DSLs) to promote, the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

- Use of own vehicle with business insurance to conduct family visits and attend external meetings (travel expenses will be reimbursed).
- Any other reasonable duties as directed by the headteacher or SLT.

Additional information

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

Person specification

You will need demonstrate the extent to which you have the necessary requirements for this role. Please use examples in your application of how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	<p>GCSE or equivalent level, including at least a Grade C or Grade 4 in English and Maths.</p> <p>Level 3 qualifications or equivalent experience of doing a similar role.</p>	<p>DSL training (DSL Level 3 training would be provided to the appointed candidate).</p> <p>Level 4 qualifications e.g. degree.</p>
Experience and skills	<p>Experience of working in a school environment or other educational setting in a similar role.</p> <p>Experience of working with children / young people with additional needs.</p> <p>Experience of supporting and working with parents and carers of young people with additional needs.</p> <p>Experience of working with colleagues and external stakeholders (e.g. social workers, local authorities, CAMHS etc.)</p>	<p>Experience of working with children / young people with autistic spectrum conditions.</p> <p>Prior experience of working as a DSL or Deputy DSL.</p> <p>Experience of complex safeguarding issues.</p> <p>Experience of using a school-wide safeguarding system, categorizing safeguarding concerns and taking the appropriate action.</p> <p>Experience of delivering training to a staff body.</p> <p>Experience of using excel to record data and monitor trends and patterns.</p> <p>Experience of holding challenging conversations with a variety of stakeholders.</p>
Knowledge and understanding	Effective written and verbal communication skills.	A solid knowledge and understanding of the SEN Code of Practice and other statutory guidance.

	<p>Knowledge of the barriers to learning that students may face, particularly in relation to mental health difficulties.</p> <p>Tailoring plans and interventions to individual students.</p> <p>Able to use IT systems and to conduct analysis and produce reports.</p> <p>Able to create strong and trusting relationships with children, staff, parents/carers and external agencies.</p> <p>Knowledge of available support services in the local area.</p> <p>A robust understanding of the statutory guidance in “Keeping Children Safe in Education”.</p>	
<p>Other</p>	<p>Holding a full, clean driving license and use of own vehicle with business insurance.</p> <p>Be prepared to drive self and young people between destinations using own vehicle.</p> <p>Patient and calm.</p> <p>Dedicated and committed to improving the life chances of all our students so that they overcome barriers.</p> <p>Organised with excellent time management, proactive and self-motivated.</p>	

	<p>Upholds and promotes the ethos and values of the school and the Trust.</p> <p>Able to work under pressure and prioritise effectively.</p> <p>Maintain confidentiality at all times.</p> <p>Committed to safeguarding, equality, diversity and inclusion</p>	
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

Any offer of employment is subject to satisfactory references and vetting checks including a satisfactory enhanced DBS and check of the barred list.