



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Attendance and Safeguarding Officer

Pay Scale: NJC 16-21 £25,165- £27,784 FTE

Location: Rainbow Forge Primary Academy

Line Manager: Business Manager

Job purpose:

To ensure the safeguarding of children, to include management of health and medical records, admin of medicines and SEN administration.

Maintains accurate data and provides analysis and early identification of attendance issues to ensure that the schools can work proactively with parents to avoid issuing penalty notices and court action wherever possible.

Duties and Responsibilities:

SAFEGUARDING

SAFEGUARDING AND CHILDREN

- To work with the Senior Leadership Team in ensuring effective procedures for safeguarding children are applied in school and support the Designated Safeguarding Lead
- To act as the link between the school and the Family of Schools in ensuring a coherent approach to safeguarding issues
- Make recommendations to the 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 and safeguarding induction is completed for new staff
- In conjunction with the School Business Manager, ensure all staff in school have the appropriate recruitment checks.
- Attend core group meetings and child protection meetings on behalf of the school and undertake case management under the supervision of the Headteacher
- Develop and maintain relationships with external colleagues in L.E.A.D.
- Provide support to children where appropriate
- Ensure first aid training for selected staff is kept up to date.
- Manage the process of care plans, administration of medicine and first aid and maintain records in accordance with statutory and local procedures.
- Maintain allergy records and liaise with health agencies where appropriate.

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 and children within Inclusion
- Provide support to parents and carers where required
- Ensure appropriate arrangements are in place to support children in the smooth transition from primary to secondary school in liaison with the Year 6 teacher, DSL and SENCO
- 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, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Determine the need for, prepare and maintain general and specialist equipment and resources to support Looked After children in accessing learning where appropriate
- 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
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

ATTENDANCE/ADMISSIONS

- Leads all home visits with the aim to engage with families and improve attendance
- Data processing for pupils in and out of school including SEND information
- Applies detailed knowledge of legislation relating to school attendance to inform attendance policies within the school
- Uses experience in working in education and relevant insights from education and training to develop strategies to improve attendance
- Applies 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
- Uses experience of working with families and guardians in a collaborative way to maintain positive relationships with the school
- Applies understanding of working with external agencies to support pupils
- Contributes 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
- Ensures that regular pupil attendance updates are provided to the relevant staff as well as the senior leadership team targets

- Leads 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 improved levels of attendance
- Leads most correspondence in respect of attendance, issuing letters and liaising with the Senior Leadership Team as appropriate

Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

Other Academy Specific Responsibilities:

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As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Attendance and Safeguarding Officer Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths Qualified first aider or willing to undertake the training DSL training qualification or willingness to undertake 	E E	D
Skills and knowledge	<ul style="list-style-type: none"> Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels Knowledge of safeguarding best practices and legislation Understanding of legislation relating to school attendance High level of administrative and organisational skills Able to work as part of a team and contribute towards its success Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases Knowledge of educational legislation, guidance and legal requirements including Keeping Children Safe in Education Knowledge of Equal Opportunities, Human Rights and Data Protection legislation. Able to work to tight deadlines, managing and prioritising time effectively Excellent record keeping skills Self-starter, with and ability to work independently & use own initiative to overcome obstacles 	E E E E E E E E E E E	
Experience	<ul style="list-style-type: none"> Working in an environment where experiences included taking initiative and self-motivation Previous experience of working in a similar role Experience of working in an education setting Experience of managing MIS systems for reporting to management and other stakeholders Working as a member of a team Experience of dealing with confidential information 	E E E E E E	
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility Demonstrate good interpersonal skills Demonstrate integrity, confidentiality, impartiality and empathy Have good interpersonal skills 	E E E E E E	

Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • Hold a driving licence and have access to own vehicle • Occasional out of hours working. Eg. Evening meetings 	E E	D