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**Job Description**

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| **School: Brocklewood Primary School** |
| **Post Title: Attendance and Safeguarding Officer** |
| **Grade/Pay Range: Grade E points 12-19** |
| **Hours/weeks: 37** |
| **Reporting to: Head Teacher** |
| **Department/Team:** |

**Overall Purpose of Post**

The Attendance and Safeguarding Support Officer will work alongside key school staff and multi agencies within the Local Authority to reduce the risk of harm to pupils and to improve their attendance.. They will take a supporting role within Safeguarding processes at the school and a lead role in implementing the attendance procedures.

* Improve levels of attendance for all pupils
* Reduce student absence and to engage with families to support them to ensure they fulfil their legal responsibilities.
* Promote a positive attendance and punctuality culture at the school.
* Play a vital role in the safeguarding of all pupils.
* Act as Designated Senior Person for the school, attending multi-agency meetings as required.
* To work with vulnerable children.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the School year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* Liaise with other agencies including Health, Social Care, BEMHs.
* Attend Multi-Agency meetings as required, including Child Protection conferences, Child in Need Meetings, ICPC meetings & LAC meetings. Attend CAMHS consultations.
* Half termly meetings with the School Counsellor. Regular updates on children outside of the half termly meetings. Working with pupils who have been referred from the School Counsellor. Working alongside CAMHS or BEMHs on joint referrals.
* Attend relevant training and updates as required.
* Be involved in the review of the Safeguarding policy at least annually and more often as required.
* Support families in Domestic Violence relationships with emotional support & work in supporting them by completing the DASH form, liaison with DART and if required help/assist them in seeking safe accommodation through Women’s Aid & Nottingham City Housing.
* Understand the importance of confidentiality and adhere to.
* Working with LAC children providing emotional support, one to one and group work. Meeting new foster carers, regular liaison with foster carers & social workers. Liaising with taxi companies and Nottingham City Transport to report any concerns i.e. taxi late, escorts ID and any complaints the school receives. Monitoring children, this includes before & after contact with parents, court dates etc. Creating memory books for children. Ensure the safety of the children in and around school including pick up and drop off times, collection by social workers, parents in school for meetings etc.
* Attend the school’s safeguarding meetings and prepare updates for these meetings.
* In the rare occurrence of being unable to attend a multi-agency meeting provide a written report.
* Act professionally at all times, remaining impartial and understanding the importance of ensuring that sensitive information is kept confidential.
* Liaising with class teacher and booking rooms when outside agencies meet with the children.
* Keep all paperwork and correspondence up to date and well documented, adhering to all deadlines.
* Support transition for vulnerable pupils as required.
* To develop 1:1 mentoring relationships with vulnerable pupils.
* Providing emotional support to staff.
* Identify pupils who will receive support in improving their attendance record.
* Review attendance data on Scholarpack daily, checking and entering absence codes.
* Follow up persistent absentees and to ensure appropriate action is taken.
* To be first point of contact for all attendance issues in the school, including managing telephone calls relating to absences.
* To generate & interpret attendance statistics, creating data reports for the Head Teacher, Governing Body & Academy Trust.
* To manage the School Comms system making parents aware of non-notified absences.
* To monitor particular attendance issues and refer cases to SLT/Pastoral when required.
* To provide information to staff so they are equipped to encourage good attendance.
* To provide regular updates to staff on pupil attendance with targets and strategies for improvement.
* To follow up on missing registration marks raising immediate issues with staff members.
* To be responsible for organising daily checks on pupils who are absent from school including phone calls home and directing the parent support worker to conduct home visits.
* To follow up on missing reasons for absence, record & monitor late arrivals.
* To collate and follow up referrals made to the Education Welfare Officer
* To manage school correspondence in respect of attendance, issuing letters and liaising
* To carry out administrative tasks associated with request for authorised leave.
* To administer fixed penalty notices.
* To work with parents/carers in improving their child’s attendance and co-ordinating parental support & training where appropriate.
* To raise initial concerns about attendance with parents/carers and address these concerns through a number of measures, including parent meetings.
* Provide regular reports for the Senior Leadership Team highlighting reasons behind long term and frequent absences for key individual pupils.
* Liaise with parents/carers and pupils as required and help form strategies to discourage non-attendance and poor timekeeping.
* Review and implement an attendance rewards system for all students.
* Attend relevant training and updates as required.
* Act professionally at all times, remaining impartial and understanding the importance of ensuring that sensitive information is kept confidential.
* Keep all paperwork and correspondence up to date and well documented, adhering to all deadlines.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Knowledge and Experience | * Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security * Knowledge of safeguarding procedures and protocols. * Knowledge of relevant policies/codes of practice and legislation in relation to education and child welfare/protection * An understanding of inclusion within formal/informal settings. * Knowledge of local and national frameworks and policies round pupil school attendance. * Experience of working with children and young people. * Experience of working with vulnerable families * Experience of working with families to improve attendance would be an advantage. |  | \*  \*  \*  \*  \*  \*  \*  \* |  | **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |
| Skills/Abilities | • Ability to work effectively within a team understanding roles and responsibilities within the setting(s)   * Good level of communication skills, both orally and in writing * Ability to contribute to the management of pupil behaviour * Ability to establish positive relationships with pupils, families and colleagues * Ability to promote a positive ethos and to role model positive attributes * Ability to adapt own approaches in order to meet the needs of vulnerable or challenging young people |  | \*  \*  \*  \*  \*  \* |  | **\***  **\***  **\***  **\***  **\***  **\*** |  |
| Interpersonal and communication skills | * Be willing to undertake training and development, as necessary, in order to enhance service delivery * High expectations of all young people, respect for their social, cultural, religious and ethnic background and a commitment to raising the achievement and self-esteem of children and young people. * Ability to build and maintain successful relationships with young people, to treat them consistently, with respect and consideration and to demonstrate concern for them as learners. * Demonstrate and promote positive values, attitudes and behaviour with the young people in setting(s). * Ability to work collaboratively with school staff, colleagues and staff within agencies and partner organisations. * Ability to liaise sensitively and effectively with parents/carers and to help them recognise their role in promoting positive outcomes for children and young people. * Ability to develop own practice through discussion, observation and evaluation with others. |  | \*  \*  \*  \*  \*  \*  \* |  | **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |
| Other | • Awareness of the needs of all young people in a multi-cultural, diverse environment.  • Commitment to equal opportunity policies  • Willing to undertake any further training as necessary   * Must ensure confidentiality in respect of pupils and information. * Commitment to the highest standards of child protection and safeguarding * Recognition of the importance of personal responsibility for health and safety * Commitment to inclusive education. * The desire to create a working culture which values creativity and openness and is sensitive to need. * Commitment to the pursuit of equality of opportunity * Commitment to the Trust’s ethos, aims and whole community. |  | \*  \*  \*  \*  \*  \*  \* |  | **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |

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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**