

**Job Title:** Safeguarding & Attendance Officer

**Reporting to:** Principal      **Grade:** 6

### Overall purpose of the post:

The postholder will be responsible for providing strategic, operational and administrative support to promote whole school attendance strategies, to improve attendance levels and reduce persistent absence in line with Academy targets.

The postholder will be responsible for having an overview of the academy's work in relation to safeguarding. By working closely with the Senior Leadership Team they will ensure school compliance with Safeguarding procedures and requirements. They will be a key liaison point between a range of agencies and the academy.

### Main duties and responsibilities:

- To discuss reasons for absence with parents/carers, offering support and challenge where appropriate.
- To respond to parental enquiries/complaints regarding attendance concerns.
- To produce and send out appropriate correspondence to parents/carers regarding absence and attendance.
- To process leave of absence requests and other letters to parents/carers.
- To identify concerns and discuss attendance issues with the appropriate member of Academy staff and parents/carers
- To prepare attendance data for monitoring, reports etc.
- To prepare and minute information for School Attendance Panels as required.
- To process referrals for Fixed Penalty Notices as required.
- To maintain the utmost confidentiality of information acquired in the course of undertaking the above duties.
- To publicise attendance information through a variety of channels – website, VMG, newsletter, etc.
- Attend and participate in meetings as required.
- To be responsible for personal learning and development, including annual performance management.
- To liaise with a range of agencies in order to implement attendance policies e.g EWO, Local Authority, Trust staff.
- General filing and clerical tasks as required.
- Any other duties commensurate with the responsibilities and grade of the post.
- To respond appropriately to child protection issues.
- To attend: Multi-agency meetings  
Multi-agency Risk Assessment Conference

Personal Support Plans  
Joint Council Meetings  
Child in Need Meetings  
Child Protection Meetings  
Common Assessment Framework Meetings

In all instances a report needs to be provided.

- To support the Safeguarding & Attendance within the academy in dealing with PA and vulnerable students.
- Aiding students in maintaining a minimum of 95% attendance.
- To record safeguarding incidents and cause for concerns and share appropriate academy staff and external agencies
- To review student progress using Praising Stars.
- To lead and attend reintegration meetings
- To refer to Social Care Direct and other services if there is a cause for concern.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Special Features**

- Term Time only plus 2 days

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

