

Job Title	Attendance Officer/Safeguarding Assistant
Grade	Scale E, Point 7, £10.60 to Point 11 £11.47 per hour, £17,511 per annum (based at Point 7)
Hours	37 hours per week, term time plus one week
Responsible to	Deputy Headteacher (Attendance) / Senior Deputy Headteacher (Safeguarding)

Main purpose

Attendance Officer

- To provide effective support to the senior pastoral teachers in the management of attendance.

Safeguarding Officer:

- To support the Senior DSL.
- To assist the Senior DSL to act as a source of advice, support and expertise for child protection and safeguarding.
- To assist the Senior DSL to ensure that the school's child protection policy is applied appropriately.

Specific responsibilities

Attendance

- Manage attendance processes with regard to statutory responsibilities of the school.
- First day calling (mornings) via Management Information System (MIS).
- Monitor attendance using MIS reports on a weekly basis to generate information for Heads of Year (HoY) to use.
- Check whereabouts of any students missing from am/pm registration.
- Contact home on behalf of tutors concerning any absences without reason.
- Produce absence data on students and attend regular meetings with Local Authority attendance officer and member of Senior Leadership Team (SLT)
- Generate general attendance letters and attendance panel and 'fast track' letters.
- Attend attendance panel meetings to take minutes and help with solutions.
- Notify HoY when student's attendance drops below threshold levels and generate appropriate correspondence to parents/carers.

Safeguarding Assistant

- Be fully aware of the school's child protection and behaviour policies.
- Understand and apply the school's child protection policy appropriately.
- Support safeguarding training as part of all staff members' induction programme.
- Ensure staff members are aware of training opportunities that are available to them.
- Under the guidance of the Senior DSL, be willing when required attend child protection core meetings, statutory reviews and conferences.
- Under the guidance of the Senior DSL, be willing when required complete paperwork requested by social care, including Section 17 forms and child protection conference reports when required.
- Meet with pupils and parents/carers when required and assist in the running of EHAP's.
- To be able to be able to effectively record the pupils voice and advocate their needs.

Safeguarding Assistant

- Under the guidance of the Senior DSL, assist with responsibility for safeguarding and child protection within the school.
- Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Assist with the review process of the school's child protection policy.
- Under the guidance of the Senior DSL, be willing when required to refer cases (or support staff to make referrals) to the CADS/MASH team, or to the Channel programme where there is a radicalisation concern.
- Liaise with the Senior DSL, Local Authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Assist with ensuring child protection files are transferred as appropriate in line with Keeping Children Safe in Education (Appendix B), as amended from time to time.
- Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements.
- Continuously keep the other DSL's / Headteacher informed of any relevant safeguarding issues or ongoing enquiries.
- Maintain an appropriate level of confidentiality, whilst at the same time liaising with relevant professionals.
- Assist with ensuring that staff members are able to identify any safeguarding concerns.
- Assist with ensuring that staff members receive frequent updates regarding safeguarding concerns.

Community

- Work closely with parents and other members of the community where appropriate.
- Promote the school within the community.
- Demonstrate a keen interest in the life of the school.

As a member of staff at Litcham School you are expected to:

- Work in accordance with, and in support of, the school's vision and values.
- Contribute to the school's ethos by setting a good example to colleagues and young people.
- Take part in performance management activities and reviews as required by the school policy and use the process to develop your personal and professional effectiveness.
- Carry out any other such duties as the Headteacher may, from time to time, reasonably require within the terms of this post.

**Attendance Officer/Safeguarding Assistant
Person Specification**

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Designated safeguarding Lead training. Note: This may be undertaken immediately after appointment. 	<ul style="list-style-type: none"> Good general level of education, to Level 3.
<ul style="list-style-type: none"> Numeracy skills, to Level 2. Strong literacy skills including writing letters or reports conveying complex and or sensitive information. 	
Knowledge, skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrate an understanding of issues that may affect a student's ability to attend school Demonstrate an understanding of issues linked to confidentiality 	<ul style="list-style-type: none"> Demonstrate a knowledge of attendance regulations
<ul style="list-style-type: none"> Ability to analyse data 	
<ul style="list-style-type: none"> Experience of working within the safeguarding area. 	<ul style="list-style-type: none"> Experience of working in partnership with external agencies.
<ul style="list-style-type: none"> Experience of working with children/young people in a voluntary or professional capacity. 	<ul style="list-style-type: none"> Knowledge of safeguarding and child protection policies and procedures.
<ul style="list-style-type: none"> Experience of working in a busy environment with conflicting priorities and requiring high levels of accuracy. 	<ul style="list-style-type: none"> Knowledge of current safeguarding issues.
<ul style="list-style-type: none"> Excellent working knowledge of ICT packages including Microsoft Word, Excel, and Outlook. 	
<ul style="list-style-type: none"> Ability to understand and comply with procedures and legislation relating to confidentiality and data protection. 	
<ul style="list-style-type: none"> Excellent communication skills as this is a public facing role. 	