

Job Description

Attendance and Safeguarding Officer

Job Title	Attendance and Safeguarding Officer
Pay Scale	BP 3.16 £27,310 to BP 3.20 £29,295
Line Manager	Assistant Headteacher for Safeguarding and Attendance

Key Purpose of the Role:

- To take the lead (in conjunction with the Assistant Headteacher for Safeguarding and Attendance) in ensuring that appropriate arrangements for keeping children and young people safe are in place at The Beaconsfield School.
- To promote the safety and welfare of children and young people in the school at all times.
- To work with staff and parents/carers to support students who present with safeguarding concerns, issues related to attendance, mental health and wellbeing.
- To manage cases on a day-to-day basis, facilitating interventions with individual students, in school, to improve mental health, and/or support effective attendance.
- To refer students to and liaise with external agencies as appropriate in order to access external support, write confidential reports and support plans and attend case meetings in a professional capacity as required.
- To provide professional support and advice to the Pastoral Team and contribute to the development of a strategic approach to the management of safeguarding, mental health and wellbeing provision at the school.

Key Relationships:

- Assistant Headteacher for Safeguarding and Attendance, Senior Leadership Team, Pastoral Team, parents/carers, students, Childrens Social Care, Virtual Schools, LADO Team and all external agencies linked to safeguarding support.

Key Responsibilities:

- Take a lead role in developing and reviewing the school's safeguarding and child protection policies and procedures.
- Take a lead role in implementing the schools safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in the school's activities are responded to appropriately.
- Make sure that everyone working or volunteering with or for children and young people at the school, including governors, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
- Receive and record information from anyone who has concerns about a child who takes part in the school's activities.
- Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with the school may present a risk to children or young people. This includes:
 - Assessing and clarifying the information
 - Making referrals to statutory organisation as appropriate
 - Consulting with the relevant members of the Senior Leadership Team (Headteacher, Deputy Headteachers and Assistant Headteacher for Safeguarding and Attendance)
 - Following the schools safeguarding policy and procedures
- Liaise with, pass on information to and receive information from statutory child protection agencies such as the local authority child protections services and the police.
- Store and retain child protection records to according to legal requirements and the schools safeguarding and child protection policy and procedures.
- Ensure the information entered on CPOMS is accurate and following school guidelines.
- Analysing the data, recognising trends, and working with students, parents/carers, and colleagues to identify and implement interventions to bring about improvement.
- Working with the Attendance Improvement Officer and monitoring the attendance of students with known safeguarding concerns.
- To liaise with the Attendance Improvement Officer as appropriate regarding missing or unauthorised attendance ensuring safeguarding responsibilities are met.
- To take responsibility for the attendance of students placed on the safeguarding priority list and follow up on any absence.

- To undertake home visits to students that can't access school to complete Welfare Checks and to understand the barriers to accessing school.
- Working with the Attendance Improvement Officer in reporting Children Missing in Education to the relevant Local Authority and leading on making arrangements with Local Authorities, and in particular the LADO, to ensure sufficient support for those students.

Student Support

- Responding to concerns from the Pastoral Team and parents/carers (in collaboration with the Pastoral Team) about developmental or behavioural changes.
- Supervising students waiting for referrals or experiencing anxiety, panic attacks or other mental health challenges.
- Liaising with the Examinations Team, SEND Team, Health and Welfare Officer regarding students with mental health challenges who are sitting internal or external examinations.

Information Sharing

- Attending and leading meetings, as appropriate, including meeting with students, parents/carers, and external agencies.
- Preparing reports and updates for meetings ensuring effective information sharing and communication following school and county protocols.
- Support in preparing the Annual Safeguarding Report in conjunction with the Assistant Headteacher for Safeguarding and Attendance.
- Attending case meetings and strategy discussions to provide updates and share concerns.
- Ensuring that incidents and issues are recorded in a timely fashion and securely stored.
- Liaising with the Pastoral Team to ensure information is shared with stakeholders and external agencies effectively.
- Leading on making appropriate referrals and completing necessary paperwork to access external support as detailed within the safeguarding and child protection policy.
- Establishing constructive relationships and working with the LADO, external agencies/professionals to support students and their families in seeking the help that they require.
- To represent the school at external multi agency safeguarding meetings, creating strong links with external agencies.
- To act as one of the points of contacts for external agencies relating to safeguarding issues.

Training

- In collaboration with Assistant Headteacher for Safeguarding and Attendance to deliver provision of information and training concerning relevant social care and mental health and wellbeing for young people.
- To ensure that they have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

This job description may be amended at any time according to the needs of the school

Safeguarding and Child protection:
The Beaconsfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Signed by Headteacher:	
Date:	

I acknowledge that I have seen, understood and received a copy of the job description.	
Signed by Job Holder:	
Print Name:	
Date:	