

ATTENDANCE AND SAFEGUARDING OFFICER | CANDIDATE INFORMATION



Letter from the Headteacher

June 2017

Dear Candidate,

Thank you for your interest in the post of Attendance and Safeguarding Officer. I am delighted to have this opportunity to give you some details about our Free School and to describe the kind of candidate we hope to appoint to this position.

The post would suit a proactive individual who can maintain a calm, positive, flexible and professional approach when dealing with students, parents and staff under complex and demanding circumstances. The postholder will become an integral member of the School's Pastoral Team, ensuring our students are present and supported in a way that means they can access learning.

Wapping High School opened in the Autumn Term of 2012 and moved into purpose-built accommodation in September 2013. We are re-inventing the school curriculum for the 21st century, promoting project based learning and embracing the modern, digital world; we have high aspirations of everyone in our learning community – without exception. Every child is treated as an individual and valued as part of the Wapping High family with support and interventions in place to ensure that everyone achieves at the highest level.

Candidates are welcome to visit the school prior to submitting an application.

If you relish the challenge of this key pastoral post and want to be part of our journey to make a difference for children, we look forward to hearing from you.

Yours faithfully



Nicolette Sorba
Acting Headteacher

Vacancy Advert

Job Title: Attendance and Safeguarding Officer
Salary: £22,000 - £25,250 (based on skills and experience)
Contract: Permanent
Hours: 40 hours; 08.00-17.00, Term Time (39 weeks) plus five days
Start Date: As soon as possible

- ***Are you a proactive and independent person who wants to play a key role in helping young people access learning and develop strong personal routines?***
- ***Are you a great listener, able to interact with young people and their families with tact and sensitivity to bring about change?***
- ***Do you have knowledge of safeguarding standards and frameworks within a school that you wish to develop into outstanding practice?***

We are seeking to appoint an Attendance and Safeguarding Officer who will have a potentially life-changing impact on the wellbeing of students most in need.

The successful candidate will be someone with:

- Experience of working with students and young people in a school environment, preferably at Key Stages 3 and 4
- Experience of managing and operating administrative systems
- Excellent organisational and interpersonal skills
- The ability to deal with confidential and sensitive information discreetly and with integrity

About the school:

- Inclusive, multicultural 11–16 Free School located in East London
- An innovative digital and flexible 21st century learning environment
- Small school with only 84 students in each year group

We offer:

- Competitive salaries based on experience and skills
- Outstanding CPD and collaborative working
- A supportive and vibrant professional community

Visits to the school are warmly welcome as are informal discussions with Will Overill, Inclusion Leader. Please contact Andrew Lau on 020 3597 3675 or via email headspa@wappinghigh.org if you wish to arrange either of these.

The closing date for applications is **Monday 3 July 2017 (09.00)**, with interviews scheduled for that week. For an application form, please email recruitment@wappinghigh.org or visit the school's website.

Wapping High is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a DBS check.

Job Description – Attendance and Safeguarding Officer

About the role

Job Title:	Attendance and Safeguarding Officer
Salary :	£22,000 - £25,250 (based on skills and experience)
Hours of Work:	40 hours; 08.00-17.00, Term Time (39 weeks) plus five days
Accountable to:	Pastoral Lead and SENCo

Main Purpose of Role

To be responsible for monitoring and increasing whole-school attendance, maintaining and promoting school safeguarding practices and building relationships with vulnerable students and their families.

Attitudes and Disposition

The Attendance and Welfare Officer plays a crucial role in ensuring our students are present and supported in a way that means they can access learning. The postholder must be very proactive and self-organised, able to balance the demands of overseeing a process that focuses on the importance of clear boundaries and routines, with the need to be sensitive to the demands and backgrounds of students and their parents and carers which may hold them back from realising their full potential. The role demands a person capable of rigorous dedication to processes, but also someone who can maintain a calm, positive, flexible and professional approach when dealing with stakeholders under complex and demanding circumstances. Word processing, Excel and SIMS knowledge are highly desirable, but training can be provided. The postholder will be expected to work as an integral member of the school's Pastoral Team and maintain absolute confidentiality in all school-related matters. They must also prevent disclosure of information on sensitive personal issues.

Description of Duties and Responsibilities

Improving and maintaining the attendance of the School's students is a key priority. The successful postholder will be required to carry out various tasks and duties, broadly under the following headings:

Students and parents

- Contact parents and carers of absent students on a daily basis in line with the school's attendance policy, ensuring unexplained absences are accounted for and monitored using SIMS.
- To positively promote and celebrate good attendance through interactions with students, preparing notices such as items for the Parent Bulletin, whole-school displays celebrating attendance, speaking in assemblies, letters to parents, awarding certificates and arranging rewards etc. for raising and maintaining high standards.
- Persistently challenge low pupil attendance in order to promote a culture of positive attendance and punctuality that supports all students in achieving their full academic potential.
- Uphold the School's attendance policy and send out letters as required, maintaining records of communications with parents on file and on SIMS.
- Identify and collate information with regard to individuals and groups of students whose attendance needs to improve, particularly Persistent Absentees, using regular checks of the school roll.
- Monitor the attendance of vulnerable groups of students and liaise with relevant staff.
- Support parents in encouraging positive attitudes towards the School, sharing information and developing the link between home and school to improve levels of attendance and punctuality.
- Contact parents and carers of vulnerable students on the First Day Contact list on a daily basis to advise them of a student's absence.
- Undertake home visits to students and parents as designated by the School to encourage improved attendance and establish actions plans.
- Court Action and Fixed Penalty Notice referral
- To undertake attendance inspection and whole school audits as required.
- To maintain appropriate records and produce reports as necessary, including tracking documents. This will include preparation of documentary evidence to pass to the LA if penalty notices or prosecution is deemed appropriate.
- To advise parents about benefits and help they are entitled to for example free school meals, clothing grants and assistance with transport costs.
- To monitor the effectiveness of the school's policies & procedures for attendance and to report to the designated lead for Attendance.

Staff

- The postholder will have weekly meetings with the Pastoral Lead and other relevant staff regarding attendance to help determine appropriate levels of intervention.
- Be proactive in spotting patterns of unexplained student absences with tutors, Pastoral Leaders, parents and carers as necessary.
- Liaise with the safeguarding team regarding child protection issues that may arise in the course of attendance-related enquiries.
- Manage the daily registration process, ensuring all registers are completed and no missing marks or unexplained absences remain.
- Produce termly reports on attendance for the Headteacher's report to governors.
- Ensure that accurate registers can be produced in event of a fire during school hours.

In addition, the Attendance Officer is required to:

- To assist and check records prior to the school census and school audit to ensure school attendance is accurate and up to date.
- Collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform external agencies as necessary.
- Keep up-to-date with SIMs training and legislation related to attendance.

Safeguarding Officer

Difficulties with attendance are often connected with issues surrounding student welfare. The postholder will be required to assist the School's Designated Safeguarding Lead in:

- Acting as one of the first points of contact for all stakeholders with regard to issues surrounding the welfare and safeguarding of students
- Be especially alert to the needs of vulnerable students, such as Children In Need, those with SEND and young carers
- Identifying students who may be vulnerable in accordance with the School's statutory Prevent duties
- Gathering information regarding any issues affecting the safety and wellbeing of students, sensitively working with others and maintaining the utmost confidentiality
- Liaising with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies, working closely with the School's Pastoral Team
- Attending and contributing effectively to child protection case and review conferences conducted by the local authority as required
- Referring cases where a crime may have been committed to the Police as required
- Maintaining detailed, accurate, up-to-date and secure written records, concerns and referrals for tracking and inspection purposes, particularly any child protection files that may be live
- Encouraging a culture of listening to students and taking account of their wishes and feelings, among all staff in any measures the School may put in place to protect them.
- To assist the school in safeguarding students through a range of strategies including the creation and implementation of Early Help Assessments (CAFs), fulfilling the role of Lead Professional, liaising with other agencies, attending Case Conferences and Reviews as required.
- To arrange or attend CP/CIN/TAC meetings either in school or off-site as required.

Administrative Duties

- Distribute parental and student enquiries to the relevant person in a timely manner.
- Supervise students writing statements following behaviour incidents.
- Photocopy and scan relevant documents and data so that they are readily available for meetings.
- Prepare reports for governors related to attendance and safeguarding.
- Additional duties, as the Head may be reasonably request, from time to time.

Person Specification: Attendance and Welfare Officer

Area	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • Good general level of education including five GCSEs A*-C (including maths and English) • Understanding of safeguarding procedures 		Application form.
Professional Development	Evidence of relevant continuing professional development	Courses attended relating to for example: improving attendance, safeguarding training	Application form and interview.
Experience	<ul style="list-style-type: none"> • Experience of working with students and young people in a school environment, preferably at Key Stages 3 and 4 • Developing, managing and operating administrative systems 	<ul style="list-style-type: none"> • Experience in dealing with student behaviour 	Application form, interview and references.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent organisational and interpersonal skills • Good IT skills eg: Excel, Word, SIMs • Ability to manage own workload, prioritise tasks and be proactive • Ability to work well under pressure • Understanding of the issues which may cause poor school attendance • Knowledge of the legislation and procedures relating to attendance and safeguarding or willingness to learn • Knowledge of how schools and education welfare function 	<ul style="list-style-type: none"> • Knowledge of Google Applications • Counselling experience and training • Experience of the Early Help Assessments (CAFs) 	Application interview , tasks and references.
Personal Qualities	<ul style="list-style-type: none"> • Ability to deal with confidential and sensitive information discreetly and with integrity • Capacity to understand, empathise and engage well with young people • Commitment to equal opportunity and the success of every individual • Ability to self-evaluate and respond positively to constructive criticism • Ability to remain calm under pressure 		Application, interview, tasks and references.

Application Process

Wapping High School is committed to the protection and safety of its students and to promoting their welfare. To that end identity, enhanced DBS and medical checks will be required from the successful applicant. The school is also an employer committed to equal opportunities and welcomes applications regardless of age, gender or ethnicity.

Your written application

We hope that after reading the information pack you will want to apply for the post advertised.

If you wish to proceed, please return the completed application form together with a supporting statement, addressing the Person Specification. Please also complete and return the enclosed disclosure and equal opportunities monitoring forms.

An MS Word version of all forms can be downloaded from the school's website www.wappinghigh.org

Applications should be emailed to recruitment@wappinghigh.org by 09.00 on Monday 26 June 2017. Shortlisting and interviews will immediately take place that week.

Timetable

If you would like to visit the school, please contact Andrew Lau by emailing headspa@wappinghigh.org

Closing Date

Monday 3 July 2017 (09.00)

Shortlisting and interviews

Week beginning Monday 3 July 2017



Type of school	Free High School
Owned by	The Wapping and Shadwell Secondary Education Trust
Age range	11 - 16
Location	London Borough of Tower Hamlets
Denomination	Secular
Co-educational or single sex	Co-educational
Specialism	Enterprise and Innovation
Number on roll	250 (in September 2016)
Average class size	21
% of students on FSM	Approx 45%
% of students with SEN	Approx 20%
% of students with EAL	Approx 40%

www.wappinghigh.org