



## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Designated Safeguarding Lead (Attendance)
<b>Location:</b>	Ivybridge Community College
<b>Directly reporting to:</b>	Deputy Principal - Designated Safeguarding Lead
<b>Pay Scale:</b>	NJC Grade F (spinal point 24-28)
<b>Hours/Weeks:</b>	39 weeks per year (term time plus 1 week). 37 hours per week with a need to work flexibly in agreement with the DSL in order to meet the demands of the service.

### Job Purpose

To support the Designated Safeguarding Lead (DSL) and assist in maintaining safeguarding services in which all staff understand the needs of children at risk. Specific responsibility for tracking and monitoring of student attendance across the College. To lead on improving attendance and punctuality and ensure that attendance targets for the College are met.

### Main Duties and Responsibilities

The Deputy Designated Safeguarding Lead with responsibility for Attendance reports directly to the DSL and works as part of the College's Safeguarding Team, to assist the DSL in his/her duty to ensure the College meets its safeguarding aims, maximising the efficient and effective use of its available resources. The post-holder will also report indirectly to the Assistant Principal for Pastoral Care, to ensure the College complies with legal responsibilities and procedures for attendance and delivers timely and accurate reports, policy updates and other requirements for the College to meet its statutory and regulatory obligations including those pertaining to the DfE 'Keeping Children Safe in Education' guidance.

### Specific Tasks

#### Leadership and Strategy

- Work with the DSL and Assistant Principal, attending meetings thereof to provide advice, guidance, information and leadership, including the annual attendance report to governors which supports the College's aims and objectives and contributes effectively to College improvement planning.
- Working closely with the administration staff responsible for inputting attendance data, ensuring registers are completed punctually and accurately.
- Undertake strategic planning for attendance and provide advice to the DSL, Senior Leadership Team, Governing Board and Trust CEO on the most effective strategies to improve attendance and punctuality.
- Assist the DSL to ensure all safeguarding procedures operate in accordance with the College's and/or Trust's other policies and procedures, preparing reports and presentations to stakeholders.
- To assist the DSL in ensuring the effectiveness of College safeguarding services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision.
- Assist the DSL in developing an on-going focus to our stakeholders that promotes the College's values and ethos.
- Work closely with the wider safeguarding team under the leadership of the DSL within the



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College to ensure that the College Safeguarding Policy and practice is meeting the needs of the students for safeguarding.

### **Policy and procedure:**

- Act as a champion of the College's Safeguarding policy and procedures by helping to ensure that staff have access to and understand them.
- Assist the DSL and Assistant Principal in ensuring the College Attendance Policy is updated and reviewed annually in line with the WeST policy.
- Ensure the Attendance Policy is available on the College website so that parents and students may see it.
- Ensure all staff are aware of attendance procedures within College and give guidance where necessary.
- Give guidance and advice around the legal responsibilities and procedures for students falling below acceptable attendance figures.

### **Attendance Role**

- Promote the importance of good attendance and punctuality across the College through a range of strategies: assemblies/rewards/letters home, etc.
- Work with targeted students to improve attendance; meeting students, parents and other outside agencies, e.g. Educational Welfare Officer.
- Conduct home visits where necessary.
- To monitor the attendance of vulnerable groups and liaise with the DSL and Assistant Principal and any other appropriate staff and to check daily on identified high risk students, informing the DSL, Academic Performance Leaders, Pastoral Leaders and Key Workers if a child is absent.
- Oversee an accurate system for students signing in and out of College to ensure safeguarding.
- Track and monitor the attendance and welfare of students engaging with offsite provision providers.
- Liaise with Social Services with regard to the attendance of Children in Care.
- Work with the Assistant Principal to ensure that teaching staff understand and fulfil their statutory obligations with regard to the completion of attendance registers and escalate breaches of these obligations as necessary.
- Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance.

### **Reporting concerns:**

- Recognise how to identify signs of abuse and when to make a referral.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a child.
- Work with the DSL and Safeguarding Team in referring allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
- Liaise with the DSL to inform them of any issues and ongoing investigations that have been assigned.
- Report figures and trends in attendance amongst the student body to the DSL, Assistant Principal and Academic Performance Leaders.
- Ensure that relevant, detailed and accurate written records of referrals/concerns are



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kept and that these are stored securely through CPOMS.

- Refer cases to the DSL for the Channel Programme under the Prevent Duty where there is a radicalisation concern as required.
- **It is not the role of the Deputy Designated Safeguarding Lead to investigate allegations of abuse or neglect by members of staff working or volunteering with children in College.**  
This falls to the Principal or to the Chair of Governors where the allegation is against the Principal.

### Multi Agency working:

- Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored, including making MASH referrals.
- Attend and contribute effectively to Child In Need meetings, Child Protection conferences, planning and review meetings; including those taking place out of normal working hours.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in young person's life working with the Early Help Strategic Partnerships. Acting as Lead Professional as appropriate.
- Ensure that actions resulting from meetings are SMART and that they are carried out in a coordinated way; making the difference which was anticipated.

### Training:

- Ensure all staff have safeguarding induction within their first seven days of joining the College and receive frequent updates so that they are able to recognise and report any concerns immediately.
- Attend relevant training every two years and on an annual basis, attend forums/conferences to reinforce and enhance safeguarding knowledge and practice.

### Knowledge and skills:

- Act as a source of support, advice and expertise within the College and across the WeST.
- Have a good working knowledge of how local Safeguarding Children Boards operate and be able to apply that knowledge to work effectively in partnership with Devon, Plymouth, Cornwall and Torbay SCBs.
- Ensure that staff members are following up to date procedures in line with National and Local expectations.
- Act with integrity; maintaining confidentiality at all times.

### General Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To support the DSL in ensuring that the Section 175 Audit published by Devon Safeguarding Children Board (DSCB) is completed annually, returned by deadline and reviewed regularly.

### Whole College Responsibilities

- Participate in the discussion of whole College policies and to participate in the implementation of College policies and practices.
- Be active in pursuing professional development.
- Attend College events as required by the Principal and Senior Leadership Team including



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evening events.

- Work collaboratively across departments with colleagues and students to ensure the College operates as effectively as possible to achieve its aims.
- Undertake reasonable additional tasks as required to support the needs of the College.

The post-holder will ensure, through professional development that he/she possesses the necessary skills and knowledge to discharge his/her duties. Information which relates to the educational and financial activities of WeST and its academies is confidential. The unauthorised disclosure of such information which would embarrass, harm or prejudice the Trust must not be made to any third party.

The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time, which do not change the general character of the job or level of responsibility entailed.