

**Northern Education Trust – Job Description**

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| **Job Title:** | Welfare and Attendance Officer |
| **Base:** | Hilton Primary Academy  |
| **Reports to:** | Academy Principal | **Grade:** | Grade 5 SCP 12 - 17 |
| **Service responsibility:** |  | **Salary:** | £21,589 - £23,836 (FTE, Salary to be pro rata) |
| **Additional:** | Regular travel may be required. | **Term:** | 37 Hours/39 Weeks |

**JOB PURPOSE**

* To support the development of safeguarding and child protection policies, training and procedures and guidance for the academy.
* To lead on the coordination of referrals, arranging action and reviewing service for children and families.
* To lead on the implementation of the behaviour policy and its administration.
* To provide administrative support to promote academy attendance strategies.
* To be the nominated DSL in the Academy.

**JOB SUMMARY**

Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children and support vulnerable families. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children and improve attendance. To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children.

**RESPONSIBILITIES:**

1. To implement attendance and punctuality and child protection policy and procedures and provide guidance and support where necessary.
2. Encourage good practice by promoting and championing the child protection and attendance and punctuality policy and procedures.
3. Respond appropriately to any disclosures/concerns in order to safeguard children through joint work with other agencies, arranging and attending meetings as appropriate.
4. To work directly with children in need and parents/carers to assess need and plan interventions in order to improve children’s attendance and to prevent children becoming looked after and / or suffering significant harm.
5. To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding, child protection, attendance case notes and report where required.
6. Where required, liaise with statutory agencies and ensure they have access to all necessary information.
7. To support achievement of expected standards of behaviour within the academy, using methods including regular learning walks and use of the Consequences system.
8. To maintain accurate records of behavioural incidents and produce analysis and reports, as required.
9. To initiate and refer children to outside agencies and co-ordinate referrals.
10. To initiate and lead on multi-agency referrals for children and complete and maintain case studies.
11. When appropriate, to act as lead professional and coordinate Team Around the Child meetings.
12. To support the care of children where their arrangements are at risk of breakdown.
13. To discuss the reasons for absence with parents/carers whilst offering support where appropriate and arranging/leading meetings on site and at the child’s home.
14. To ensure that the ‘first day response’ actions are completed for every child absent from the academy and that accurate records are maintained.
15. To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out and monitored.
16. To collate and produce statistical information with regards to safeguarding and children groups and analyse data reports for the Senior Leadership Team.
17. To respond to parental enquiries and complaints regarding attendance concerns.
18. To work with identified pupil premium groups and their families to narrow the attainment gap.
19. As lead DSL, plan and deliver safeguarding training within the academy.
20. Prepare and attend Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children’s Services as required, some of which may take place out of normal working hours.
21. Plan and complete professional assessments of need and risk in respect of parents and carers using the using relevant procedures for children in need and at risk of significant harm.
22. Taking the lead to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy.
23. To maintain confidentiality at all times.
24. To liaise and coordinate with colleagues and outside organisations regarding the Early Help Assessment and to coordinate and monitor all referrals and recommendations with the academy.
25. From referrals, develop a register of children who are ‘At Risk’ or have child protection plans.
26. To send out appropriate correspondence to parents/carers regarding absence, attendance and behaviour.

**GENERAL**

1. To participate in wider academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….