**Job Description:** Safeguarding & Attendance Manager

**Responsible to:** Headteacher

Hours 36 per week

Salary: Pts 41 – 46 - £38,229 - £42,876 – depending on skills and experience

**Specific Responsibilities**

You will be the school’s Designated Safeguarding Lead for the school and responsibilities will include:

* be fully aware of Local Authority and School Child Protection & Safeguarding Procedures
* co-ordinate action on referred cases of suspected Child Protection issues within the school
* ensure that all staff are aware of their responsibilities in relation to Child Protection & Safeguarding
* organise and deliver training on all aspects of Child Protection & Safeguarding for teaching and non-teaching staff as required.
* keep up to date with all the latest guidance, legislation & local trends and relay this to the school community
* run ‘workshops’, assemblies, ‘drop-in’ sessions on aspects of safeguarding for both parents and students as required
* communicate and liaise effectively with a range of external agencies (particularly Social Services and the Police) ensure positive outcomes for students (and parents/carers)
* identify and monitor the needs of the students/families who are in need of support
* work one to one with vulnerable students
* understand confidentiality requirements within an educational setting
* understand and utilise the “Early Help” system
* keep accurate and regularly updated files on all vulnerable students
* support the School’s intervention initiatives as appropriate particularly the Bethany Room, Summer School and SHINE project initiatives
* record information accurately and to complete reports ensuring they are accurate and that both are shared with the Headteacher, other key members of staff and relevant agencies.
* attend all Child Protection Conferences, Core Group & CIN meetings and ensure that any decisions made are carried out
* be open to training to have a broadened overview of Child Protection/Safeguarding issues eg. E-Safety/Cyberbullying; CSE, Domestic Violence; working with students with sexually harmful behaviour; serious case review training; understanding the procedures for LAC students
* Review and update the School Child Protection, Safeguarding Policy & other relevant policies alongside the senior team.
* report concerns and disclosures to the MASH team when appropriate and in a timely fashion
* ensure that the School passes on safeguarding information immediately when a child changes school
* promote good practice and report any concerns to the LADO where appropriate
* support the development of the students towards a positive self-image thereby increasing their security, confidence and independence so that they have a range of contacts and strategies to ensure their own protection and the protection of others – in other words helping students feel secure, valued and listened to
* assist the School’s Attendance Officer in the regular monitoring of all school attendance.
* devise in-school programmes to promote the attendance of individual students
* investigate the underlying causes of poor attendance in individual cases and target resources by effective intervention to maximise attendance
* visit families in order to pursue concerns about attendance and other welfare issues. Formulate during such visits, strategies as appropriate to the family and to deal with the consequences. Be aware of solo working protocol
* have a working knowledge of relevant Education and child care legislation, which has a significant influence on the functions of the Education Welfare Service
* be up to date with Ofsted criteria and judgements associated with school attendance
* provide students and parents with an effective advice and support service
* prepare witness statements under s44 of the Education Act (1996) cases of non-school attendance for Magistrates Court. Attend and give evidence in court
* prepare and assist under s36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court
* have a working knowledge about special educational needs provision
* work with the Senior Leadership Team in order to make value judgements in circumstances where pursuing legal action would be considered detrimental to the student’s welfare

**Person Specification: Safeguarding & Attendance Officer**

**The Postholder will:**

* Have an absolute commitment to the welfare and safeguarding of children and young people
* Be reliable
* Be educated to a degree level
* Have knowledge and proven experience of dealing with Child Protection and Safeguarding issues
* Be able to communicate with colleagues and a variety of external agencies
* Be able to listen and communicate effectively with students
* Be able to work on own initiative and within a team
* Be able to deal confidently with sensitive issues
* Understand and be familiar with the “Keeping Children Safe in Education Legislation”
* Have a driving licence and when required drive to locations for work purposes
* Demonstrate good judgement

**Personal Circumstances & Safeguarding**

* Be legally entitled to work in the UK.
* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
* This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
* Be fit to carry out the duties required of this role.
* Ability to maintain appropriate relationships and personal boundaries with children and young people.
* Display commitment to the protection and safeguarding of children and young people.

September 2017

Postholder’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_