

School:	Thorpe St Andrew School and Sixth Form
Job Title:	Safeguarding and Attendance Officer
Recommended Grade:	Scale E
Hours of Work:	Monday to Friday, 37 Hours Per Week - Term Time Only Working outside of these times may be required in order to complete home visits and work with Parents/Carers and Students
Responsible To:	Senior Designated Safeguarding Lead Assistant Principal

PURPOSE AND VISION

- To provide a high standard of operational support to the school and, by working flexibly with other school staff, ensure that duties are carried out efficiently and effectively. All staff are part of a whole Trust team and each individual is required to support the values and ethos of the school and the priorities as defined in the School Improvement and Development Plan. This will mean focussing on the needs of students, colleagues and parents and being flexible in a demanding environment.
- The postholder will play a key role in monitoring supporting safeguarding systems including CPOMS, maintaining accurate records, coordinating meetings, and ensuring that safeguarding procedures are implemented efficiently and in line with statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- To work in partnership with the Behaviour for Education Support Team (BEST), the Attendance and Safeguarding Teams and the wider Pastoral Team to address concerns relating to well-being, safeguarding and attendance of individual students and groups of students across all years.
- To complete all relevant paperwork/plans and CPOMS posts related to attendance or safeguarding for relevant students.
- To routinely monitor student behaviour, attendance and punctuality and, in consultation with key staff, take all the appropriate steps to ensure that behaviour, attendance and punctuality of students in the year groups are at the highest levels.

SPECIFIC DUTIES AND RESPONSIBILITIES

Safeguarding

- To provide a high standard of operational and administrative support to the SDSL and ASDSL.
- Ensure that health and well-being services are consistently promoted and delivered across the school to students, to outstanding standards, in order to develop confidence, resilience and knowledge of coping.
- Act as key contact to an allocated case load of students, liaising with families and staff, providing interventions and support to enable them to improve outcomes and build coping strategies as appropriate.
- Develop and maintain effective partnerships working with local health and well-being services, early help/intervention teams and other community partners to ensure timely and effective support, signposting, referrals, and interventions that lead to successful outcomes.
- Provide occasional out of hours support if required and provide informed advice to parents/carers, staff and others.

- To carry out home visits as required to ensure student well-being.
- To monitor and alert key staff to safeguarding and well-being concerns flagged by CPOMS, Securus and through Operation Encompass.
- To undertake Designated Safeguarding Lead (DSL) training and fulfil the requirements of a member of the DSL Team.
- Maintain accurate, confidential and up-to-date safeguarding and child protection records in accordance with statutory guidance and school policies.
- Provide supervision and guidance to students accessing connect centre services.
- Attend meetings with external safeguarding agencies when required.
- Assist with the management of safeguarding documentation, including referrals, chronologies, case notes and correspondence.
- Ensure safeguarding files are securely stored and transferred appropriately when students move schools.
- Support the monitoring of safeguarding concerns and follow-up actions using the school's safeguarding recording system.
- Assist with the organisation of safeguarding training sessions and maintain staff training records.

Meeting Co-ordination

- Arrange and co-ordinate safeguarding meetings including:
 - Child Protection Conferences
 - Core Group meetings
 - Team Around the Child (TAC)/Team around the Family (TAF)/Early Help meetings
 - Internal safeguarding review meetings
- Prepare meeting agendas, collate reports and take accurate minutes where required.
- Track actions arising from safeguarding meetings and support the SDSL in ensuring they are followed up.

Communication and Liaison

- Liaise with internal staff, external agencies, and local authority professionals including social workers, early help teams, and safeguarding partners.
- Support communication between safeguarding staff and families where appropriate and directed by the SDSL.
- Communicate and work with school refusers and their parents/carers to ensure access to learning.

Record Keeping and Data Management

- Maintain secure and confidential electronic and paper-based safeguarding records.
- Ensure compliance with data protection legislation (GDPR) and safeguarding confidentiality requirements.
- Produce reports, summaries, and safeguarding data when required by the SDSL.

Attendance

- To significantly contribute to the school attendance processes through:
 - running individual or group sessions to address attendance issues.
 - supporting any necessary meetings for example, Attendance Panels or Notice to Improve meetings. Undertaking meetings and alternative methods at all Stages of the System substituting and supporting for BEST and other members of the School including AP as needed to improve attendance of students in a more effective manner.
- To contact parents/carers regarding outstanding reasons for absence. Work with parents/carers as needed to encourage attendance.
- Monitor Support First process for the school - specific to the needs of each year group. Action relevant staff via CPOMS across all levels of Support First.
- Carry out Support First meetings at all levels.
- Print off all required attendance information.
- To update Year school teams about any students of concern.

- To undertake general clerical and administrative duties relating to attendance including correspondence, as required.
- Assist in the production of documents for court action in relation to attendance.
- To work with the LA in cases of prosecution of parents/carers who fail to ensure their child attends school regularly.
- To support appropriate legal action to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines, or other legal sanctions.
- To keep clear and concise records of all consultations and contribute to any other reports i.e. annual action plan and summaries, as required for the school.
- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable students to show an improvement in these areas.
- To carry out home visits as necessary to support the attendance process.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance in order to be able to offer appropriate support to students with attendance concerns.

GENERAL DUTIES AND RESPONSIBILITIES

- Respect confidential issues linked to home/students/teachers school work and to keep confidence as appropriate.
- Keep up to date with the Trust's procedures for safeguarding and child protection, reporting and acting on concerns as part of the Senior DSL team.
- Complete a minibus driving assessment to transport students as required (must hold full driving licence).
- Undertake any other duties which are within the scope of the post, as determined by the Principal, to meet the needs of the school.

APPRAISAL

All employees will participate in the Trust's arrangements for appraisal, professional development and any other arrangements for quality assurance and internal verification.

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.

May 2026