



Behaviour, Attendance and Wellbeing Lead



Harbour
Learning
Trust

Purpose of Post

- To lead on the implementation of the behaviour policy and its administration
- To lead on student attendance and punctuality within the Academy
- To be a nominated DDSL in the Academy
- 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

Main duties and responsibilities

Pastoral Support

- To work directly with children, parents/carers and colleagues to assess need and plan interventions, in order to support and maximise academic and pastoral achievements
- To support achievement of expected standards of behaviour within the academy
- To maintain accurate records of behavioural incidents and produce analysis and reports, as required
- To maintain accurate records of pastoral support and interventions and procedure analysis and reports on impact
- To initiate and refer children to outside agencies and coordinate referrals
- To initiate and lead on multi-agency referrals for children and complete and maintain case studies
- When appropriate, to act as lead professional and coordinate meetings
- To support the care of children where their arrangements are at risk of breakdown
- To send out appropriate correspondence to parents/carers regarding absence, attendance and behaviour
- To collate, produce and present (via Pastoral Spotlight meetings) statistical information with regards to safeguarding and children groups and analyse data reports for the Senior Leadership Team and ensure there is a register of “at risk” children
- Where required, liaise with statutory agencies and ensure they have access to all necessary information

Attendance

- 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
- To ensure that the ‘first day response’ actions are completed for every child absent from the academy and that accurate records are maintained
- 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
- To respond to parental enquiries and complaints regarding attendance concerns
- To work with identified pupil premium groups and their families to narrow the attainment gap

Job Description :
BEHAVIOUR, ATTENDANCE WELLBEING LEAD

Contract type:	Permanent
Salary:	Scale 5, Points 12-17 £38,598 - £31,022 (FTE) £24,566 - 26,648 (Actual) 37 hours per week - Term time plus 5 days
Reports to:	Principal/SLT
Location:	Hartsholme Academy, Lincoln

Safeguarding and Child Protection

- To implement attendance,punctuality and child protection policy and procedures and provide guidance and support where necessary and ensure good practice
- Respond appropriately to any disclosures/concerns in order to safeguard children through joint work with other agencies, arranging and attending meetings as appropriate
- 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
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding, child protection, attendance case notes and report where required
- As DDSL, support the planning and delivery of safeguarding training within the academy
- 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
- 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
- Taking the lead to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy
- To liaise and coordinate with colleagues and outside organisations regarding the support from other safeguarding partners (e.g. Early Help, Family Hubs) and to coordinate and monitor all referrals and recommendations within the academy

Specification	Essential	Desirable
Qualifications & Training	• 5 GCSE's or equivalent, including English and Maths • Willingness to obtain and / or enhance qualifications and training for development in the post • Up to date training on safeguarding or willingness to obtain	• Evidence of continuous professional development and training • First degree or NVQ Level 4 in social work, teaching, counselling, psychology or youth and community work or other work related to work with children and/or relevant experience
Experience	• Experience of working with parents and children • Experience of working with children	• Experience of working in the education system and in multi-agency settings
Professional knowledge & understanding	• Understanding of accurate record keeping and report writing in a Child Protection and Safeguarding context • An understanding of how to ensure procedures are systematically followed resulting in high quality, accurate outcomes and reports • Ability to develop options and alternatives that will enable children and young people to engage, participate and become partners in the learning processes, while developing their academic, personal, social and life skills • Knowledge of current educational practice, the learning process and an awareness of relevant curriculum areas • Knowledge of safeguarding principles and legislation • Knowledge and understanding of health and safety practices and procedures, including risk assessments and current practices.	• Knowledge of the legislative framework that underpins the work of supporting families and schools, including SEND, attendance and behavior
Skills	• Excellent communication and listening skills • The ability to operate with absolute discretion and confidentiality at all times. • Ability to undertake assessments and write reports to a high standard • Ability to build effective working relationships with parents, external agencies, children and colleagues at all levels, in order to achieve maximum engagement by all to support the pupil in achieving their full potential • Ability to support children and young people through the learning experience and maximise their contribution, achievement and aspirations. • Ability to work in the operational and reactive spaces, whilst simultaneously working strategically and proactively	
Personal Attributes	• A flexible and positive approach and a strong work ethic • Excellent time management and organisational skills • Attention to detail • High integrity with an ethically sound approach to building internal and external relationships • A commitment to the DANCE values • Friendly and approachable	

We passionately believe that every child should receive the very best education that prepares them fully for the future

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

Please note this job description is not exhaustive and the post-holder may be required to undertake other duties as reasonably requested by management.