

North Walsham High School

Job Description

Name:	
Job Title:	Lead for Pupil Development: Attendance and Safeguarding
Salary point range:	SCP 12-17 Term time +1
Responsible to:	SLT
Responsible for:	Pupils achieving their potential by providing support with regards to attendance and safeguarding
Effective Date:	February 2025

Role and Context	
Purpose:	<ul style="list-style-type: none"> To assist in ensuring that all children in the academy are safe from harm To manage an identified caseload of students who have safeguard or Child Protection (CP) needs. To ensure the very highest levels of attendance To manage an identified caseload of students who require support to improve their attendance To follow statutory guidelines in the promotion of pupil welfare To assist with provision of regular child protection/safeguarding training to school staff To communicate the importance of child welfare and attendance to all members of the school community To lead meetings with external agencies To investigate concerns raised by stakeholders and risk assess to determine course of action
General Duties and Responsibilities:	<ul style="list-style-type: none"> To act as the first point of contact for staff with safeguarding/child protections queries To lead attendance intervention work alongside the Assistant Headteacher To act as a member of the Designated Safeguarding Lead (DSL) team To act as a member of the Pupil Development Team to support the needs of our students To monitor and analyse attendance patterns and identify and remove barriers To proactively meet with families to support attendance To process all documentation relating to pupil disclosures in accordance with school and statutory procedures. To ensure effective communication with all external agencies to include Social Services, MASH team, LADO, Local Authority and police To coordinate and attend child protection meetings To maintain statutory records with regard to safeguarding, and to ensure their security. To ensure all record keeping is excellent. To provide regularly updated guidance to staff and visitors to ensure strong and evidenced awareness of current issues To provide a first point of contact for parents/carers in relation to child protection To work in collaboration with the AHT in the development and implementation of safeguarding and child protection policies, training procedures and guidance

Managing People	<ul style="list-style-type: none"> • To assist with and as appropriate lead proactive safeguarding work with families, leading coffee mornings and information sessions and setting up Family Support Plans and 'Team around the child' meetings. • To manage and monitor the school use of CPOMS • Work closely with the Assistant Headteacher to drive up standards of the school • Ensure that staff support and uphold the school's aims and policies • Create, maintain and enhance effective relationships • Plan, delegate and evaluate the work carried out by the team and individuals • To support and supervise the internal exclusion room when required
General Duties	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: