

## Inspire Partnership Academy Trust

### Attendance & Welfare Lead and Deputy Designated Safeguarding Lead (DDSL) Job Description

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| <b>Role:</b>        | Attendance & Welfare Lead and Deputy Designated Safeguarding Lead (DDSL)                                           |
| <b>Location:</b>    | Foxfield Primary School                                                                                            |
| <b>Reports to:</b>  | Deputy Headteacher and Co-Headteachers                                                                             |
| <b>Scale/Grade:</b> | NJC Outer London Grade 6 (Spine Point 18): £31,982 pro rata (FTE: £36,690)                                         |
| <b>Hours:</b>       | 35 hours per week, Monday to Friday from 8:00 am to 4:00 pm, TTO, plus 5 INSET Days (60-minute unpaid lunch break) |

#### Purpose of Job

The Attendance & Welfare Lead and Deputy Designated Safeguarding Lead (DDSL) will monitor the welfare of pupils and lead on attendance and first aid across the school.

They will play a vital role in removing barriers to education by driving high standards of pupil attendance, identifying patterns of absence, and working directly with our families and external agencies to ensure every pupil is present, safe and supported. You will lead on tracking, analysing and reporting attendance data to ensure full compliance with DfE benchmarks, while implementing targeted interventions and conducting home visits where needed. Additionally, you will work collaboratively with local authority attendance officers and social care to escalate persistent absence, maintaining detailed statutory records for all attendance interventions.

They will take lead responsibility for safeguarding and child protection across the school (including online safety) alongside the Designated Safeguarding Lead (DSL). They will lead strategy discussions and inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. Safeguarding activities will be carried out by the Deputy Designated Safeguarding Lead.

They will also oversee day-to-day medical welfare as a lead first aider, responding promptly to illnesses, injuries, and emergency health needs. In addition to providing immediate care, you will ensure accurate medical record-keeping, manage individual healthcare plans, and maintain a safe, nurturing environment where students feel secure and well-cared for.

## Duties and Responsibilities

### Key Responsibilities

- Manage morning registration data, complete daily first-day absence calls, and verify non-attendance reasons using the school's MIS Arbor system
- Update and maintain electronic attendance registers following Department for Education guidelines and legal requirements
- Identify unexplained absences, act on safeguarding concerns immediately, and conduct doorstep home visits when necessary
- Track attendance trends to identify pupils falling below target thresholds, including persistent absentees under 90 percent
- Lead supportive early intervention meetings with parents and carers to resolve barriers to regular school attendance
- Design tailored attendance improvement plans for individual pupils and connect families with early help services
- Collaborate with the Attendance Advisory Service to manage persistent absence cases and access specialist support
- Ensure full compliance with updated Department for Education guidance and local authority attendance legislation
- Process fixed-penalty notices, formal attendance warnings, and legal court referrals for severe non-attendance
- Prepare detailed attendance data reports for the senior leadership team, school governors, and local authority audits
- Implement positive attendance incentive schemes across key stagesPromote high attendance expectations across the school community through regular newsletters and parent workshops
- Work alongside class teachers and the SENCO to build reintegration plans for pupils returning to full-time education

### Welfare & Home School Liaison

- To provide pastoral care and assistance for children.
- To be aware of confidential issues linked to home/pupil/staff/school/work and keep confidential as appropriate
- To attend and participate in relevant meetings such as TAC, Strategy and Child conferences as required
- To lead training, learning activities and performance development as required
- In partnership with the school Inclusion Team, undertake comprehensive assessments of children to determine those in need of particular help
- Deliver pastoral/SEMH support for identified children and supporting them to achieve their targets.
- Maintain contact with families and carers to foster positive relationships with the school and develop support for families
- Provide written reports for outside agencies/School leaders/Governors
- Challenge and motivate children and promote their self-esteem and provide information and advice to enable children make choices about their own learning / behaviour / attendance
- Contribute to the planning, development and organisation of support services, procedures and systems
- Regularly meet with parents/carers, the Inclusion lead/team and/or Co-Headteachers to discuss pupils causing concern
- Make accompanied home visits as and when needed

- Organise and facilitate parent workshops and social events in liaison with the Inclusion team/school staff as appropriate
- To liaise with other schools when pupils' transfer to ensure relevant medical information and safeguarding documents are confidentially transferred
- Lead on the daily lunch time club for pupils during the lunch time

### **First Aid**

- To lead on whole school first aid provision – acting as main first aider and co-ordinating support from other first aiders
- To be able to review the first aid needs throughout the school and contribute towards the first aid and medical policies, monitor and co-ordinate staff first aid training and associated records
- To lead on risk assessments for students with medical care requirements within school and for off-site activities and residential
- To complete care plans for all children with medical needs
- To oversee the administration, storage, disposal and record keeping of medication
- To oversee medication in school for pupils including upcoming expiring medication
- To lead on managing the Medi-Alert book
- To coordinate visits from the school nursing Team and other agencies
- To have up to date knowledge of current Public health guidelines
- To report on whole school first aid to a range of stakeholders
- To lead on all medication policies
- Maintain a central training first aid record to monitor certificate expiry dates and schedule required refresher courses
- To lead on intimate care across the school
- To liaise with NHS health services for weight checks, immunisations etc

### **Deputy Designated Safeguarding**

#### **Managing referrals**

- Refer cases of suspected abuse and neglect to the local authority children's social care (MASH)
- Support staff members who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the DSL where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed
- Refer allegations against staff, volunteers, supply staff or contractors to the LADO

#### **Working with staff and other agencies**

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the Lead DSL/ Co-Headteachers of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances

- Work with the Lead DSL and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
  - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
  - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals
- The above includes:
  - Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
  - Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential

### **Managing the child protection file**

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in year transfers):
  - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
  - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place

### **Training**

- Undergo DSL training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of Annex C
- Undertake Prevent Awareness training
- Refresh knowledge and skills at regular intervals and at least annually
- First Aider Training

### **Required Experience & Skills**

- Previous experience working within an educational setting, attendance role, or family support service
- Strong knowledge of safeguarding procedures and school attendance legislation
- Knowledge of attendance processes within education

- Excellent interpersonal and communication skills, with the ability to handle sensitive situations with empathy and firmness.
- Proficiency in school management information systems (MIS), such as SIMS, Arbor, or Bromcom. The school use Arbor
- Strong organisational skills and the ability to work independently, flexibly and under pressure.

### **Other areas of responsibility**

The Attendance & Welfare Lead and Deputy Designated Safeguarding Lead (DDSL) will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances. In some circumstances the Lead DSL may need to contact the DDSL so that information can be shared with agencies out of hours and when the school is closed i.e., school holidays should it be requested. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Attendance & Welfare Lead and Deputy Designated Safeguarding Lead (DDSL) will carry out. The postholder may be required to do other duties appropriate to the level of the role including:

- To cover classes as and when required by the leadership team
- To carry out interventions, small group work linked to the individual needs of the children including lunchtime club daily
- To take minutes during meetings and engage in admin related activities

### **Notes:**

This job description may be amended at any time in consultation with the postholder.