



Job Description

Post Title	Salary	Reviewed
Safeguarding and Attendance Officer	Grade 9	September 2026

Managed by: Assistant Headteacher

Job Purpose

To provide operational safeguarding and attendance support under the direction of the DSL (Headteacher) and DDSL (Assistant Headteacher). The postholder will manage a caseload of students, respond to daily safeguarding concerns and coordinate actions to ensure timely and effective interventions in line with statutory guidance. In relation to attendance, the postholder will work under the direction of the Assistant Headteacher to implement the school's attendance strategy.

Accountability

- The Headteacher is the Designated Safeguarding Lead (DSL) and retains overall responsibility.
- The Assistant Headteacher is the Deputy Designated Safeguarding Lead (DDSL) and leads attendance strategy.
- The Safeguarding and Attendance Officer is an operational role responsible for implementing processes.

Safeguarding and Child Protection

- Respond to safeguarding concerns and disclosures appropriately and in a timely manner.
- Manage a caseload of pupils with safeguarding needs.
- Undertake initial fact-finding and risk assessments and escalate concerns promptly to the DSL/DDSL for decision-making.
- Support with referrals to external agencies.
- Attend and contribute to multi-agency meetings.
- Provide guidance to students in the school who may be experiencing problems at school or at home. To refer to existing counselling and support services where appropriate using the agreed school procedures.
- Provide a safe space and opportunities for students to self-refer if they are concerned about their own wellbeing, alongside other support staff in school.

- Ensure that our students with protected characteristics are heard and supported within the structures of the schools, so as not to feel at risk in the school context and to develop protective skills to reduce vulnerability inside & outside the school context.
- Support pupils and ensure their voice is heard.
- Act as a source of support, advice, and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Under the direction of the DSL and DDSL, direct staff on specific actions as required and to monitor the implementation of such direction.
- Identify those students and families for whom support is needed, to provide this or to liaise with other professionals, both internally and externally to secure such support.
- Under the direction of the DSL and DDSL, offer CPD and safeguarding advice in line with statutory guidance.
- Support the monitoring of safeguarding data and highlight emerging concerns to the DSL/DDSL.

Attendance

- Support the implementation of the attendance strategy.
- Monitor attendance data and identify pupils at risk of persistent absence and severely absent.
- Under the direction of the assistant Headteacher, support with the school's first day of absence processes.
- Work with families to understand the barriers to attendance.
- Support and attend parental attendance meetings.
- Conduct welfare checks and home visits.
- Support pupils reintegrate back to school following periods of absence.
- Attend local authority targeted support meetings and report back to the Assistant Headteacher.

Systems and Recording

- Maintain accurate safeguarding records (CPOMS).
- Ensure safeguarding records meet statutory requirements and are of high standard.
- Ensure child protection and child in care information is up to date (CPOMS and Arbor).
- Ensure up to date and accurate recording of external agency involvement (E.g. Social worker contact numbers).
- Ensure timely and compliant recording of concerns.
- Support monitoring of safeguarding systems.
- Seek information from previous schools if students transfer into one of our schools and to share relevant information related to new students with relevant staff.
- Maintain records of interventions and meetings (using CPOMS and Arbor) and communicate these effectively and efficiently with relevant parties.

Professional Responsibilities and Expectations

- Maintain confidentiality at all times, other than when safeguarding concerns override this.

- Liaise with the Head Teacher and Deputy Headteacher with overall responsibility for Safeguarding to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- Undertake appropriate Child Protection Training every two years (or whatever current legislation states is the minimum requirement), in order to:
 - Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
 - Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
 - Ensure each member of staff has access to and understands the school's Child Protection Policy and Procedures, especially new and part time staff.
- Undertake any other CPD relevant to the post with particular reference to the local Children's Safeguarding Board's annual priorities for Child Protection and Safeguarding.
- Ensure that North Star Trust is always presented positively within and beyond the school.
- Promote good practice by encouraging and championing policies and procedures.
- Participate in the school's performance management procedures.

Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

Developing North Star Academy Trust

- Contribute to achieving the vision and aims of the Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy and codes of practice.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.