



Safeguarding and Attendance Lead

Role Purpose

The Safeguarding and Attendance Lead is a leadership role dedicated to promoting the emotional well-being, safety, and attendance of our pupils. As a two-form entry school, we are looking for a leader who can manage a small team to provide a nurturing environment while ensuring the highest standards of safeguarding are met.

Main duties and Key Responsibilities

1. Safeguarding and Child Protection

- Designated Safeguarding Lead (DSL): Act as the lead practitioner for safeguarding and child protection across the school.
- Manage a caseload of vulnerable children, attending and contributing to Child Protection (CP) and Child in Need (CiN) and Early Help Plan meetings.
- Maintain accurate, confidential, and up-to-date records using the school systems (e.g. CPOMS, Arbor).
- Liaise with external agencies, including social care, police, and health professionals.

2. Leadership and Team Management

- Directly lead and manage two Pastoral Support Workers, providing regular supervision and performance management.
- Develop and implement the school's pastoral strategy in line with trust values and the school improvement plan.
- Be responsible for ensuring policies relating to safeguarding are up to date and shared with school staff.
- Provide guidance and "low-level" safeguarding training to the wider school staff. Track safeguarding training across the staff team and ensure it is up to date.
- Complete reports for the governing body and report to the local authority (with support from the senior leadership team).
- Work alongside the school's senior leadership and SEND team.

3. Attendance Oversight

- Serve as the lead for school attendance, monitoring data trends.
- Implement process and support for pupils with Persistent Absence (PA).
- Work closely with families to remove barriers to attendance, conducting home visits where necessary.
- Report attendance data to the Headteacher, cluster and the Trust.



Safeguarding and Attendance Lead

4. Nurture and Wellbeing

- **Oversight of Nurture:** Lead the school's nurture offer, ensuring interventions are evidence-based and impactful.
- Manage the school's pastoral space, ensuring it is a safe environment for regulated learning alongside the school's SEND team.
- Coordinate Social, Emotional, and Mental Health (SEMH) interventions, including nurture and cluster support
- Ensure the school's behaviour policy is followed and properly tracked. Have oversight of Individual Behaviour Plans alongside the SEND team.

5. Collaborative Working

- Actively participate in the Owlcoates Multi-Academy Trust Safeguarding network to share best practices.
- Work with the local cluster of schools and the Targeted Services Lead to coordinate early help and community support.
- Build strong, trusting relationships with parents and carers to support the "whole child."
- Communicate clearly and transparently with all school stakeholders.

6. Other Duties and Responsibilities:

Undertake any other reasonable task as directed by the Headteacher.



Safeguarding and Attendance Lead

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A and I
Able to work flexibly as part of a team and show initiative			A and I
Able to prioritise work to meet conflicting deadlines			A and I
Able to demonstrate good numeracy and literacy skills			C
Strong listening skills			A and I
Ability to lead a team of people			A and I
Able to use ICT systems and to conduct analysis and procedure reports			A and I
Able to sustain good relationships with children, staff, parents and external agencies			A and I
Knowledge and experience of safeguarding of children and young people			A and I

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy (GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent))			C
Recognised qualification in at least one area of expertise in safeguarding, health and care to a minimum of NVQ 3 or equivalent, or substantial experience.			C
Up to date knowledge and experience of a range of safeguarding issues			A and I



Safeguarding and Attendance Lead

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A and I
Experience in the use of Microsoft Office products			A and I
Experience of leading a team and co-ordinating their activities.			A and I
Experience of working with vulnerable groups in an educational setting.			A and I
Experience supporting and working with parents of young people with additional needs			A and I
Experience planning and delivering targeted interventions			A and I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A and I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A and I
To display a responsible and co-operative attitude to working towards the achievement of the school aims and objectives			A and I
Ability to respect sensitive and confidential work			A and I
Commitment to own personal development and learning			A and I
Wants to provide the best possible opportunities for all pupils			A and I
Organised, good time management, proactive and self-motivated			A and I
Able to work under pressure and prioritise effectively			A and I
Committed to safeguarding, equality, diversity and inclusion			A and I



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Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**

Pay Scale : SO1