

Job Description



Post Title	Attendance and Safeguarding Officer (DDSL)
Grade	Grade 8
Location	Oldfleet Primary School
Reporting to	Assistant Head Teacher - DSL / Attendance Champion

Purpose of the Role

This role will play a central part in safeguarding, attendance improvement and pastoral care across Oldfleet Primary School.

Working closely with the Designated Safeguarding Lead (DSL) and senior leaders, the post holder will lead the school's strategic and operational work to ensure that pupils are safe, attend school regularly and receive the pastoral and emotional support they need to thrive.

The role combines leadership of safeguarding practice, attendance systems and pastoral support to ensure early identification of need, strong family engagement and effective multi-agency working.

Key Responsibilities

1. Deputy Designated Safeguarding Lead

Support the Designated Safeguarding Lead in maintaining a strong safeguarding culture across the school.

Key responsibilities include:

- Act as Deputy DSL, supporting the DSL in all matters relating to safeguarding and child protection.
- Respond to safeguarding concerns and make referrals to Children's Social Care or other agencies where appropriate.
- Maintain accurate safeguarding records using the school's safeguarding systems.
- Ensure effective information sharing with relevant professionals while maintaining confidentiality.
- Contribute to safeguarding training and awareness for staff.
- Work with external agencies, including social care, health services and early help teams.

2. Attendance

Work alongside the school's Attendance Champion to promote excellent attendance and reduce persistent absence.

Responsibilities include:

- Support the implementation of the school's attendance strategy and policy.
- Monitor attendance data and identify patterns of concern including persistent absence.
- Analyse attendance trends and report regularly to senior leaders and governors.
- Coordinate the school's first day response to absence and follow-up procedures.
- Support attendance interventions and action plans for pupils at risk of persistent absence.
- Liaise with the Local Authority regarding attendance enforcement and fixed penalty notices where necessary.

3. Pastoral and Emotional Wellbeing Lead

Lead and coordinate pastoral provision to support pupils' wellbeing and emotional development.

Responsibilities include:

- Provide targeted pastoral support to pupils experiencing emotional, behavioural or social difficulties.
- Deliver or coordinate interventions to support emotional wellbeing and resilience.
- Work with the SENCo and class teachers to assess pupil needs and develop individualised or group intervention plans for emotional wellbeing, monitoring progress and adapting support as necessary.
- Identify pupils requiring more specialist support and liaise with the SENCo, DSL, and parents/carers to facilitate referrals to external mental health services (e.g., CAMHS, school nursing, counselling services).
- Build positive relationships with parents/carers, offering advice, guidance, and signposting to resources that can support their child's emotional wellbeing at home.
- Provide advice and guidance to teaching staff on strategies to support pupils' emotional well-being within the classroom environment.

4. Whole School Responsibilities

- Promote the welfare and safeguarding of all pupils.
- Support the school's behaviour and wellbeing policies.
- Contribute to the development of inclusive practice across the school.
- Maintain accurate records and reports relating to safeguarding, attendance and pastoral work.
- Work collaboratively with the senior leadership team to improve outcomes for pupils.
- Undertake professional development to maintain up-to-date knowledge of safeguarding, attendance and pastoral practice.

Safeguarding

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibility for Staff:	n/a
Responsibility for Customers/Clients:	This post directly impacts upon pupils, parents/carers, teachers, support staff, external agencies and business partners to deliver programmes to meet the needs of all families and the school.
Responsibility for Budgets/Financial resources:	n/a
Responsibility for Physical Resources:	Maintain and store confidential, accurate pupil records

Personal Specification

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English and Maths	✓		Certificates
	Relevant Level 3 or higher qualification in education, safeguarding, pastoral care, social care or a related field, or willing to work towards.	✓		Certificates
	Designated Safeguarding Lead / Safeguarding Level 3 training (or willingness to obtain)	✓		Certificates
	Paediatric first aid qualification.	✓		Certificates
	Training in attendance, safeguarding, family support or early help practice	✓		AF, Certificates
	Training in therapeutic or emotional wellbeing approaches (e.g. ELSA, trauma-informed practice, mental health first aid)	✓		AF, Certificates
Experience & Knowledge	Significant experience of working in an education environment	✓		Application Form Interview References
	Experience supporting vulnerable pupils and families	✓		
	Experience of improving or supporting school attendance	✓		
	Awareness of the importance of confidentiality	✓		
	Detailed understanding and knowledge of strategies and interventions to support children requiring specialist support (mental health, SEMH, Safeguarding)	✓		
	In depth knowledge of relevant policies, codes of practice and an awareness of relevant legislation	✓		
	Experience of using Arbor (or equivalent MIS) and CPOMS	✓		
	Experience of working with external agencies and multi-agency teams		✓	
Training	To be prepared to undertake relevant and statutory school training	✓		Application Form Interview
	Commitment to continued professional development	✓		
Skills/Attributes	Motivation to work with children and young people and/or vulnerable adults.	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults	✓		
	Very good interpersonal skills.	✓		

	Ability to work under pressure, independently and use own initiative	✓		
	An accurate and well-organised approach to work and the ability to work towards deadlines	✓		
	Effective oral and written communication skills	✓		
	Ability to analyse information and identify patterns of concern			
Disclosure & Barring Service:	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check. This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		After shortlisting