

Job Description

POST TITLE:	Attendance & Safeguarding Support Officer
GRADE:	8
HOURS OF WORK:	7:30am to 12:30pm (Monday to Friday) Term time plus 5 days (including designated training days)
RESPONSIBLE TO:	Safeguarding Officer/DSL Deputy Head of School (Responsible for Attendance)
RELATIONSHIPS WITH:	Head of School / Deputy Head of School Assistant Head of School / SLT Heads of House / Head of Year 11 SENDCo; Assistant SENDCo Student Support Officers Teaching staff Attendance Officer Teaching Assistants Parents/Carers & Students External Agencies and Professionals

PURPOSE OF THE JOB:

1. Attendance

- To contribute to raising achievement by improving school attendance.
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

2. Safeguarding

- To fulfil duties of a Deputy Designated Safeguarding Lead
- To maintain a daily oversight of My Concern to ensure that concerns are picked up in a timely manner and escalated to the relevant member of staff.
- To provide timely and effective administrative support for the pastoral team.
- To help maintain complete and accurate student and staff records on the school online safeguarding recording system.
- To ensure that student safeguarding records are transferred to receiving schools and colleges according to KCSIE guidance.
- To undertake the provision of general administrative and organisational services related to wellbeing and safeguarding, as and when required.

MAIN RESPONSIBILITIES:

1. Attendance

In conjunction with the Attendance Officer:

- Ensure that Hampton College's approach to attendance and the support of vulnerable students demonstrates best practice.
- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- To act as first line of contact to parents in relation to attendance and truancy, at the school. Telephoning parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, children missing from education, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To support Heads of House, Head of Year 11 and Senior Leadership Team in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To be responsible for recording and reporting attendance information on Bromcom and using this information to monitor and identify truancy and absence to identify trends and to intervene appropriately.
- To use Bromcom and other IT systems to produce reports and statistical information, often to tight timescales, for senior managers, governors and other professionals.
- Oversee the administration of day-to-day attendance, including monitoring and absence chasing.
- Oversee the administration of student absence requests, e.g. Hospital appointments.

2. Safeguarding

Fulfil the following duties and responsibilities as a Support to the DSL, Safeguarding Officer and as a Deputy Designated Safeguarding Lead:

- Be child protection trained, be familiar with child protection procedures, give advice to school staff and support the Head of School and Deputy Heads of School in delivery of appropriate safeguarding training.
- Monitor My Concern on a daily basis to ensure that concerns are allocated and dealt with in a timely manner.
- Where appropriate, undertake the role of Deputy Designated Safeguarding Lead, acting as a lead school representative at multi-agency meetings and child protection case conferences.
- Work together with social workers, specialist education welfare officers and staff from health and other agencies to provide a service to families with children experiencing difficulties at school and home.
- Keep accurate and confidential records and files.
- Share information with staff, agencies and parents when appropriate.
- Undertake correspondence related to all safeguarding issues.

3. Administration

- Provide effective administrative and operational support to the safeguarding and pastoral team.
- Undertake a range of administrative tasks (e.g. drafting of letters, record keeping, filing, updating student and staff records on Bromcom and My Concern). Maintaining a high level of confidentiality at all times and handling sensitive information appropriately.
- Ensure that student safeguarding records are transferred to receiving schools and colleges according to KCSIE guidance.

GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Person Specification

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Criteria	Essential	Desirable
Educational qualifications	➤ Good educational background, with minimum 4 GCSEs at Grade 4 (or equivalent) including English Language & Maths. ➤ Excellent administrative skills. ➤ Excellent ICT skills - fully conversant with Internet, Email, Word and Excel.	➤ Educated to degree level ➤ Previous education relevant to the job
Experience	➤ At least two years relevant experience, working in a similar role. ➤ Experience/understanding of working with EHA framework. ➤ Experience of managing / supporting with student behavioural issues. ➤ Experience managing attendance. ➤ Experience raising standards of achievement. ➤ Experience of working with young people. ➤ Experience of working in a team. ➤ Experience of organising and prioritising busy and demanding workloads. ➤ Experience of dealing with parents/carers and external agencies.	➤ Experience of working in a secondary school or related role ➤ Experience of dealing with a range of partners to achieve positive outcomes for students
Skills/Abilities	➤ Ability to gain the respect of students. ➤ Excellent communication skills, oral and written. ➤ Strong interpersonal skills. ➤ Ability to work with honesty and integrity. ➤ Ability to use own initiative. ➤ Ability to prioritise workload and keep to deadlines. ➤ Excellent organisational skills. ➤ Ability to multi-task. ➤ Good negotiating skills with the ability to gain the confidence of students, staff and parents. ➤ Ability to resolve conflict. ➤ Ability to remain calm. ➤ Good listening skills. ➤ Sensitivity and empathy. ➤ Flexible approach and 'can do' attitude.	➤ EHA Training ➤ Willingness to learn new skills ➤ Ability to problem solve
Knowledge and Understanding	➤ Knowledge of the Early Help Assessment framework. ➤ Understanding of a wide range of Safeguarding and Child Protection issues. ➤ Appreciation of absolute confidentiality of information received in school. ➤ Understanding of <i>Every Child Matters</i>	➤ Qualified First Aider ➤ Designated Safeguarding Lead experience

	➤ Understanding of the social, educational and personal contexts which relate to children and can become barriers to learning. ➤ Understanding of SEN. ➤ Knowledge of Health and Safety issues. ➤ Willingness to undertake First Aid training (if qualification not already held).	
Other Requirements	➤ Accuracy and attention to detail with record keeping. ➤ Ability to work flexibly. ➤ Willingness to undertake relevant training, as required. ➤ Ability to maintain confidential information and records with the upmost discretion and levels of security. ➤ Willingness to take a full and active role in school life.	