

esteem
SOUTH
Academy



Job Title: DSL and Attendance Lead
(Maternity Cover)

Location: Esteem South Academy

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Multi-Academy Trust

Stronger Together...

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Job Description

Job Title	DSL and Attendance Lead
Location:	Esteem South Academy
Hours per week:	37 hours
Weeks worked per year:	All Year Round. Fixed Term Contract.
Reporting to:	Head of School
Salary Scale:	DCC Grade 11, points 24-27

Main purpose of Role

Safeguarding and promoting the welfare of children within our academy as the Designated Safeguarding Lead (DSL). The DSL will take responsibility for all safeguarding and child protection matters including staff training and compliancy with KSCIE. You will line manage any other members of the safeguarding team or as appropriately directed by the Head of School. You will ensure that the academy has rigorous systems in place to promote high expectations for attendance and highly effective safeguarding. You will provide support and advice to parents and carers and coordinate the academy's mental health and wellbeing strategy. You will be responsible for coordinating delivery of the Thrive programme to support with emotional regulation.

Principal Accountabilities:

Key Responsibilities	<p>Safeguarding</p> <ul style="list-style-type: none"> • To be the Designated Safeguarding Lead (DSL) for the academy • Ensure that the daily safeguarding practice of the whole academy is effective • Lead on safeguarding referrals to external agencies and ensuring the safety and wellbeing of all pupils • Produce mandatory safeguarding policies, procedures, protocols and practice • Receive information and offer advice about safeguarding concerns and take appropriate action • Represent the academy in external meetings regards keeping pupils safe such as Core Groups and Strategy meetings • To ensure that information is provided in a timely manner for professionals meetings • Manage your diary effectively and have oversight of the diary of other members of the pastoral team (if relevant) to ensure effectiveness of service
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- Develop effective working relationships with other agencies and services
- Ensure that accurate records relating to individual children are kept separate from the academic file in a secure place
- To line manage any relevant staff as directed by the Head of School and ensure that they have high quality daily operational practise
- Be familiar with current national and local safeguarding guidance and referral procedures and disseminate this to the academy
- Ensure that safeguarding training and knowledge across the academy is up to date by proactively planning for CPD and also addressing any poor practice as it arises
- Rigorously record safeguarding concerns and take swift action
- Produce reports to SLT and Governors as required
- To have link meetings with the Safeguarding link Governor and record these meetings and their impact on the academy
- To challenge poor practice and report to LADO where required
- Analyse trends in data and take action to support where appropriate
- To ensure that all staff can use My concern, Confide and Arbor to record attendance
- To ensure that all relevant policies are allocated to new staff and actively ensure that staff read these and are aware of policy and procedure
- To complete the academy's S175 audit annually and produce the safeguarding development plan and ensure that progress is made
- Ensure that we have safeguarding case studies produced to evidence our effective practise
- To ensure that the pastoral team report to CME any pupils who move out of county
- Ensure that pupils have an appropriate timetable if they are vulnerable and that they can be safeguarded and have the ability to attend as they have transport. Identify and rectify any delays in timetables in conjunction with the Head of School and Assistant Leader
- Identify and monitor any pupils on a part timetable
- Have oversight of safeguarding content in the curriculum and liaise with PSHE teachers and form tutors to ensure that mandatory and relevant content is taught
- Take lead responsibility for online safety including understanding the filtering and monitoring systems in place and ensuring these are effective in keeping staff and pupils safe and in identifying cause for concern.

Attendance

- To manage attendance of pupils as non- attendance is a safeguarding concern
- Ensure there are systems to identify when pupils are seen and evidence that effective action is taken for safe and well visits
- Ensure that the academy has a current attendance policy that is in line with DfE guidance
- Ensure that the academy has rigorous and robust systems in place to identify poor attendance and record interventions implemented
- Ensure that trends are analysed and data is produced to present to SLT and governors
- Produce strategies to improve attendance
- Deliver staff CPD around attendance
- Promote a whole academy attendance culture.

Family Liaison Responsibilities

- Provide guidance and support to pupils and families to promote their wellbeing and academic success
- Foster strong relationships and ensure effective communication between home and the academy
- Support and participate in academy events such as parents' evenings, trips (where needed), enrichment events and coffee mornings, ensuring these activities run smoothly and meet the needs of pupils and families
- Provide support and intervention in times of crisis, working with families and external agencies to address and resolve issues impacting pupils attendance and wellbeing.

Senior Mental Health Lead

- To lead on the academy wellbeing strategy for staff and pupils
- To ensure that wellbeing in pupils is assessed and there are interventions in place to improve this
- Coordinate the Thrive programme and quality assure it's delivery by others
- Provide impact analysis of interventions including Thrive sessions
- To have oversight of where pupils are taught about mental health in the curriculum and offer advice to the staff teaching this
- To ensure that pupils seek external support for poor mental health or wellbeing
- To promote a positive wellbeing strategy on site for staff
- To ensure the academy has a wellbeing policy for staff and pupils

Other General Requirements	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT • Support with dysregulated pupils on site, including working with pupils in and out of the classroom if needed.
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education, Training and qualifications	<ul style="list-style-type: none"> GCSE English (or equivalent). GCSE Maths (or equivalent). DSL certificate Driving licence, car and business insurance 	<ul style="list-style-type: none"> Educated to degree level Senior Mental Health trained
Experience	<ul style="list-style-type: none"> Previous experience with dealing with welfare support for pupils Of being a Deputy DSL or DSL Successful experience of working with young people with challenging behavioural needs Experience of working with school aged pupils Experience of working with a wide range of young people and families/carers from different social and ethnic backgrounds Experience of working peripatetically Experience of attending safeguarding meetings for pupils such as core groups and strategy meetings Of inducting new staff members Of contributing to a recent Ofsted inspection/other inspection/review in a safeguarding capacity Of contribution to the school improvement /safeguarding development plan Of policy production Of data analysis to a high standard 	<ul style="list-style-type: none"> Of delivering CPD to staff Experience of identifying and supporting staff with capability concerns Experience in managing other colleagues and holding to account Experience of working with offsite APs and of organising bespoke timetables to meet pupils needs, including online learning Of delivering Thrive sessions
Skills, Knowledge and competences	<ul style="list-style-type: none"> Knowledge of the Local Authority safeguarding thresholds, and support services available Ability to produce high quality and accurate professional reports Knowledge of school attendance requirements by law Knowledge of a range of possible attendance interventions and strategies Excellent interpersonal and liaison skills Good verbal and written communication skills Good organisational skills and able to set own diary and work independently Knowledge and use of Microsoft software and email Ability to process and maintain accurate records A commitment to teamwork 	<ul style="list-style-type: none"> Knowledge of lone working policy Knowledge of APs available and how to keep pupils safe when off site

	<ul style="list-style-type: none"> • Able to form positive relationships • Ability to remain calm and keep others calm • Ability to work on own initiative • Ability to engage constructively with and relate to a wide range of children/young people and families/carers • Able to set targets for pupils • Flexible and able to respond quickly to new situations • Knowledge of causes and interventions for mental health issues • Confident and competent to support, guide and praise colleagues that you are line managing • Ability to assess pupils against targets • Strategies to support positive wellbeing in staff, pupils and parents/carers 	
Personal qualities	<ul style="list-style-type: none"> • Energy, optimism, initiative, flexibility and commitment • Hard working • Reliable • Approachable • Enjoy working with others • Resilient • Quick thinking to problem solve • A respected leader • Fast learner who can work at pace • Accurate recorder • A role model • Strong moral compass 	
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge and awareness of equal opportunities policy and commitment to its implementation 	
Other	<ul style="list-style-type: none"> • Suitable to work with children • Committed to safeguarding and promoting the welfare of children and young people on a daily basis. • Commitment to raising standards of academic and personal achievement • Patient, tactful and approachable • Flexible approach to tasks and workload 	