

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Attendance Officer &amp; DDSL</b>
<b>Grade</b>	<b>SET Grade 6 (20 – 24)</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Principal or designated Senior Manager</b>

### **Statement of Purpose**

You will contribute to raising achievement and attainment by improving and maintaining school attendance. You will provide a specialist service in assisting the school meet their obligations and targets in relation to school attendance, especially persistent absence. As Deputy Designated Safeguarding Lead, you will ensure that pupils are safe through the implementation of robust safeguarding procedures.

### **School Responsibilities**

- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To establish the reason for non- attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Education Welfare Service (EWS) (or equivalent body) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Early Assessments.
- To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with other members of EWS as well as other professionals in police, Social Services, Housing , Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.

## **Support to Management**

- To support senior managers, teachers and other relevant staff on matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and of others.
- Undertake general administrative duties, such as, but not limited to, photocopying, undertaking reception duties, maintaining pupil electronic and hard files, pupil filing, general filing.
- Maintain an awareness of legislation, policies, procedures and directives in respect of attendance and safeguarding of young people.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.

## **Working with Others**

- Act as a point of contact for the Designated Safeguarding Lead
- Liaise with the Principal/Deputy Principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the Designated Safeguarding Lead/Case Managers and any other local authority staff in relation to concerns raised within school.
- Liaise with staff (especially pastoral support staff, nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in the school) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for all staff

## **Confidential Case Management/Responsibilities**

- Ensure immediate liaison with the Designated Safeguarding Lead in cases of suspected abuse in order to ensure the local authority children's social care is notified as required;
- Refer cases where a crime may have been committed to the Police as required.
- Ensure that any cases involving employees are reported to the appropriate DSL/Local Area Designated Officer and Human Resources accordingly.
- To deputise for the Designated Safeguarding lead in their absence.
- Carry out staff induction training in safeguarding procedures including; caretakers, cleaners, support staff and external partners.
- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

## Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Experience</b> Some (typically 1-3 years) working within an education setting with young people or similar environment. Some experience (typically 1-3 years) of working within safeguarding procedures and processes. Some experience of working with/managing confidential casework Experience of communicating verbally and orally with third parties, parents and children</p>	
	<p><b>Qualifications/Training</b> A Safeguarding Level 3 Qualification or acknowledgement that this qualification will be completed. Level 4 qualification in Health &amp; Social Care or appropriate qualification</p>	
	<p><b>Knowledge/Skills</b> Trained in safeguarding procedures including Child Sexual Exploitation and E-safety. Knowledge of Keeping Children Safe in Education Document and procedures.</p>	
	<p><b>Behavioural Attributes</b> Able to use own initiative Persuasion and negotiation skills Ability to overcome communication barriers with children, students and parents Ability to cope with situations of high stress and/or conflict Ability to work alone when necessary (and safely) Ability to use ICT effectively Willing to attend relevant training. Demonstrate willingness to take advantage of CPD Ability and willingness to identify own training needs and participate in training and evaluate own learning. Ability to work well as part of a team. Can do attitude. Ability to successfully complete first aid training as required. Ability to provide necessary personal care to children. Ability to observe, monitor and provide constructive feedback on pupil's progress. Ability to contribute to plan effective actions for pupils at risk of underachieving.</p>	A/I

	<p>An ability to understand the principles of child development and learning processes and in particular barriers to learning.          Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.          Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively          Able to work flexibly          Ability to maintain accurate and detailed records</p>	
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.