

Job Description

Job Title	Attendance, Welfare and Safeguarding Manager
Grade	2020 Scale 7 – Scale 8 (2019 Band 4) £25,927-£32,798 FTE £22,675 - £28,684 Actual
Hours	37 hours per week Monday – Thursday 8.30am – 4.30pm Friday: 8.30am – 4.00pm
Weeks	40 weeks – Term time plus 1 week in the school holidays.
Reports to	The SLT Designated Safeguarding Lead
Liaison with	Teaching staff, support staff, pupils, parents / carers
Job Purpose	<p>The main priority is to improve the attendance rate of the students. The secondary role is to support the Designated Safeguarding Lead to ensure the welfare and safeguarding of the students,</p> <p>There will therefore be extensive involvement with senior staff and with parents.</p>
<ul style="list-style-type: none"> Duties 	<p>Attendance</p> <ul style="list-style-type: none"> Line Management the attendance team officers and develop strategy within the pastoral team. Monitoring the attendance of all pupils and implementing strategies to improve attendance and punctuality to meet school targets so that pupils' attainment improves Contacting and working with parents / carers and the school pastoral team to address on-going concerns regarding their child's absence, lateness and truancy. Maintain records accurately and in timely fashion on our on line safeguarding system. Manage a caseload of 'at risk' students, where attendance is a concern as identified through LABS meetings and implement strategies to improve attendance. To ensure prompt, consistent and rigorous interventions are put into place for students with poor attendance and that these are robust. Evaluate the impact of interventions and put in place actions to address further concerns. Schedule and lead school based meetings with parents of students whose attendance is a concern. Arrange and complete home based visits where necessary. Be prepared to collect students from their home to bring them to school - this will be with parental consent and you will be accompanied. Liaise with the local authority when cases of poor attendance reach the level of legal intervention. To determine in liaison with the Local Authority where necessary, the need for legal action to prosecute parents/carers in the Magistrates' Court, present information to the Courts and carry out Court Orders and associated procedures.

	<ul style="list-style-type: none"> To determine in liaison with the Local Authority where necessary, whether application should be made to the Family Courts for Education Supervision Orders (ESOs) <p>Safeguarding and Welfare</p> <ul style="list-style-type: none"> To be a Level 3 trained safeguarding officer working closely under the direction of the school's Designated Safeguarding Lead. When visiting students' homes make sure that welfare checks are completed and recorded. Lead on the safeguarding of students who are not able to attend school for medical reasons. Organising meetings as appropriate for vulnerable students ensuring all external agencies and relevant staff are invited e.g. TAF meetings To in accordance with the Local Authority's statutory duties, Essex Child Protection Committee and LA child protection procedures work closely with colleagues from other agencies/disciplines in order to protect children from abuse To liaise with parents and alternative educational provision services to ensure the educational and pastoral needs are met of pupils with specific needs To participate in the evaluation and review of the agreed support for pupils following recommendations made at internal LABS meetings To provide the SLT with appropriate reports upon request.
<ul style="list-style-type: none"> General 	<ul style="list-style-type: none"> To act as a First Aider To invigilate for exams when required. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

General heading	Detail	Essential	Desirable
Qualifications & Experience	Specific qualifications	GCSE Maths and English Grade 4 or Above Educated to A Level Standard	Degree or equivalent First Aid Certificate or willing to undertake relevant training.
	Experience	Experience of working in school in a similar role Experience of meeting and working with parents/carers formally and informally Experience of managing attendance systems and policies. Experience of working with young people Experience of working with staff to ensure excellent standards of attendance and punctuality are maintained Experience of working with challenging students and parents, and finding ways in which we can meet their needs more successfully. Training in child protection and safeguarding in an educational setting. Knowledge of the range of agencies that work with students and their families. Knowledge of the range of barriers to learning that students face. Knowledge of many of the social issues facing students from disadvantaged backgrounds	
	Knowledge of relevant policies and procedures	Knowledge of First Aid Good knowledge of appropriate procedures, regulations and guidance.	
	Literacy	NVQ level 3 or equivalent in English.	
	Numeracy	NVQ level 3 or equivalent in Maths	
	Technology	Sound knowledge of Microsoft software include Excel Sound knowledge of Google	Experience of using Sims Experience of using CPOMS

Communication	Written	Ability to write detailed reports, complete returns and write complex letters	
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	
	Languages	Specialist language/communication skills if appropriate	
	Negotiating	Ability to negotiate effectively with adults and children	
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy	
	SEN	Successful completion of training to support SEN if appropriate Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion	
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems	
	Child Development	Good understanding of child development and pastoral issues such as inclusion and transition	
	Health & Well being	Understand and support the importance of physical and emotional wellbeing	
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	
	Team work	Ability to work effectively with a range of adults	
	Information	Contribute to the development and implementation of effective systems to share information	

Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure	
	Line Management	Ability to manage and support the work of others	
	Time Management	Ability to manage own time effectively Ability to meet deadlines	
	Creativity	Demonstrate creativity and an ability to resolve problems independently	
General	Equalities	Awareness of and promotion of equality	
	Health & Safety	Good understanding of Health & Safety	
	Child Protection	Good understanding and effective implementation of Child Protection procedures	
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality	
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance	