



Spring Meadow Primary School and School House Nursery Attendance and Safeguarding Officer Job Description

Job Title	Attendance and Safeguarding Officer
Grade	Scale 5
Reports to	Inclusion Leader and Headteacher
Liaison with	School Business Manager,
Working with	staff, parents and children
Job Purpose	To encourage and improve regular and punctual attendance of all children across the school. To work as a Deputy Safeguarding Lead as part of the school's wider Safeguarding Team to maintain the wellbeing and safety of our pupils and their families
Responsibilities	<p>Attendance</p> <ul style="list-style-type: none"> ● Establish a professional collaborative relationship with all stakeholders (children, staff, parents and governors) to support the regular and punctual attendance of children utilising a broad range of strategies ● To undertake all duties relating to pupil attendance and punctuality as detailed in the Attendance Team Roles and Responsibilities documentation ● Be a daily presence on the schools gates to meet and greet pupils and their families ● Ensure daily attendance registers are accurate and complete, and follow up promptly with staff members about any incomplete data ● Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures ● Initiate and oversee the administration of absence procedures, for example letters home, meetings and engagement with the Local Authority and other external agencies and partners ● Manage the process of issuing penalty notices to parents ● Maintain accurate records of communications with parents and carers and relevant interventions <p>Monitoring and Reporting</p> <ul style="list-style-type: none"> ● Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern ● Track attendance of vulnerable groups of pupils and share information with school leaders and Governors ● Identify pupils that need additional support to improve their attendance ● Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils



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- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Support the School Business Manager in managing attendance returns for the school census

Working with parents and carers

- Coordinate meetings with pupils and parents and carers to implement interventions and track progress
- Build positive relations with parents and carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Safeguarding

- To undertake and maintain Level Three Safeguarding training
- Day-to-day operational safeguarding and responding as required
- Work with the Designated Safeguarding Leader and team of Deputy Designated Safeguarding Leaders to coordinate systems for the day-to-day triage and response to safeguarding concerns, including ensuring accurate recording via CPOMS
- Support the DSL in preparing reports as required for the Governors and Local Authority for safeguarding
- Lead on and co-ordinate the compilation of reports/requests for information to safeguarding concerns (e.g. S17/S47) in conjunction with the safeguarding team and staff as needed
- Safeguarding transition Lead (ensuring all information is received from previous setting for new pupils and passed to new schools as pupils leave) in a timely manner
- Maintain and update pupil safeguarding records
- Attend TAF, Core Groups and other safeguarding meetings as required for pupils and families (or ensure appropriate representation by the team of safeguarding leaders)
- Support the DSL and safeguarding team with whole-staff training
- Conduct home visits as required (linking with attendance)
- To attend regular training and disseminate as required

Other Specific Duties

- To play a full part in the life of the school community
- To undertake administrative duties, as required.



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	<ul style="list-style-type: none">● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.● To undertake any training commensurate to the post.● 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
	<p>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</p> <p>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</p>