

**DEPARTMENT: SAFEGUARDING**

**DESIGNATION: SAFEGUARDING & ATTENDANCE OFFICER**

**RESPONSIBLE TO: PRINCIPAL**

**POST GRADE: LEVEL 6**

**NAME:**

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| **Main Purpose of the Post** |
| * To work alongside the DSL/Principal to receive and coordinate referrals, arranging action and reviewing services for children and families. Following the safeguarding policies and procedures determined by the Trust Safeguarding Strategic lead. * Be part of a team of safeguarding officers, under the general direction of the Head Teacher, qualified and aware of all child protection procedures ensuring the safety of pupils remains paramount. * Work alongside staff to identify and support the needs of vulnerable pupils and their families and improve outcomes. * Responsible for monitoring Attendance of pupils and ensuring that the academy’s policy and procedures for attendance are followed, referrals made and liaison with EWO for pupils of poor attendance. * To take responsibility for the management of places at external Alternative Provision including attendance, safeguarding, placements and curriculum of the students in placement. |
| **Core Responsibilities, Tasks and Duties** |
| 1. General  * To implement the child protection policy and procedures * To implement the academy’s attendance policies and procedures. * Encourage good practice by promoting and championing the child protection and attendance policy and procedures * Respond appropriately to disclosures or concerns which relate to the well-being of a child * To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding/child protection and attendance. * To initiate and refer pupils to outside agencies and co-ordinate referrals * To liaise with academy staff in initiating multi-agency referrals for pupils using guide to level of needs as a reference tool * To act as lead professional and co-ordinate Early Help meetings * To ensure all actions from planning and interventions meetings are successfully carried out and monitored. * To work directly with families in order to prevent children becoming looked after and/or suffering significant harm/removing barriers to attend school. * Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children’s Services as required, some of which may take place out of normal working hours * Co-ordinate the multi-agency approach to prevent and address child protection issues and children in need * To maintain confidentiality at all times * To lead, liaise and co-ordinate with colleagues and outside organisations regarding the Early Help Assessment and to co-ordinate and monitor all referrals, recommendations and actions * To work with families where pupils have poor attendance or are regularly late for registration and contribute to improvements in academy attendance figures * To promote an atmosphere in which parents/carers are encouraged to take responsibility for meeting the needs of their children * To observe and maintain health and safety procedures * To undertake other such duties that may be reasonably required and which are consistent with the general level of responsibility of this post * This post will involve travel to off-site venues and a flexible approach to working hours and experience of lone working * To keep written records and minutes of meetings as required * To adhere to the Academy’s policies in the Staff Handbook * To adhere to LSCB “Prevent Agenda” * Attend relevant training to fulfil the role.  1. Health and Safety  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. Professional Accountability  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.  1. Safeguarding  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. Equalities  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: SAFEGUARDING**

**DEPARTMENT: SAFEGUARDING LEAD & ATTENDANCE OFFICER**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS:**  **It is essential that the post holder is/has/can:**   * A good standard of education. | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has/can:**   * Demonstrable experience of working effectively with vulnerable children/young people in either education, social work, youth work or another related area of work * Experience of managing child protection cases and investigations * Extensive experience of working effectively with the parents/carers of children/young people * Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare or significant recent experience in work with children and families in a statutory childcare agency * Experience of working in a multi-agency environment * Evidence of continuing professional development * Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work * Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils and families * Knowledge of ‘Framework for the assessment of Children in Need and their Families’ * Ability to summarise clearly and concisely and articulate concepts and proposals * Ability to produce concise reports | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder has/can:**   * Maintain pupil records and write other short reports as required * Ability to work on own initiative, balance competing priorities and organise a work schedule * Ability to work as part of a team to reach agreed targets and outcomes from children/young people * The ability to use word processing packages and the internet * Experience of working with children including work within Child Protection and Multi Agency liaison for several years * Self-motivated and able to prioritise a demanding workload * To be professionally assertive and clear thinking, able to negotiate * To be able to operate as part of a team * To be able to recognise the positives of diversity * A full valid driving licence and the use of a car. | **A & C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder has/can:**   * An ability to fulfil all spoken aspects of the role with confidence through the medium of English * A willingness to undertake appropriate training * Awareness and sensitivity with regard to equal opportunities and race equality * A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities. | **C** |