

Job Description

Wodensfield Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

We are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job title	Attendance and Safeguarding Officer
Department/Location	Support staff
Accountable to	Headteacher
Salary Grade/Range	Grade 6 Point 17 to 22
Hours	37 hours per week – 8.00am to 4.00pm Monday to Thursday 8.00am to 3.30pm Friday
Contract type	Term time plus 2 weeks – 47.15 weeks per year Flexibility required during holiday periods Permanent
Responsible for	Child and Family Support Worker

Main Purpose

The Attendance and Safeguarding Officer will be the Deputy Designated Safeguarding Lead (DDSL) and will also have the responsibility for being the Operational Lead for safeguarding and child protection within the school and will support the development of safeguarding and child protection policies and procedures, training, and guidance for Wodensfield Primary School and will also co-ordinate referrals, arrange action and review appropriate services for children and families.

The role will be predominantly education/school based but will have a wider remit including working with families and the local community through the use of the Early Help plan (EH) and will also lead on Attendance throughout the school.

The Attendance and Safeguarding Officer will lead a small pastoral team including school-based staff which include: Child and Family Support Worker, Education Psychologist, Education Welfare Officer and School Nurse; as well as agency staff including Family Workers, Wolverhampton 360 Workers, Social Workers etc.

You will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Children who have social care involvement – CP, CIN or who are receiving Early Help Services (EH)
- Children with emotional, medical or special needs
- Challenging behaviour
- Children with a statement of special educational needs (Education, Health Care Plan)

The Attendance and Safeguarding Officer will provide a complementary service to teachers and other staff, including the school's education psychologist, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum. This includes managing the medical records and process of administration within school.

Duties and responsibilities

Safeguarding

Working alongside the Designated Safeguarding Lead (DSL) as the Deputy DSL and Operational Lead, ensure that the School's safeguarding and child protection policy (and family friendly version), and the implementation of it, is reviewed at least annually and is up to date and reflects the operational practice within school.

To take operational lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.

To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children.

To be available for staff to discuss any safeguarding concerns and to act as a source of support, advice and expertise to staff on matters of safety and safeguarding especially when deciding whether to make a referral by liaising with the relevant agencies.

Managing referrals and reporting concerns

- Recognise how to identify signs of abuse and referring all cases of suspected abuse of any pupil at the School to children's social care;
- Respond appropriately to disclosures or concerns relating to the well-being of a child and support any staff who make referrals to local authority children's social care;
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely.
- Where children leave the School ensure their child protection file is transferred to the new school as soon as possible. This file should be transferred securely and separately from the main pupil file and a confirmation receipt from the new school must be received.
- Take part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children;
- Refer cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern;
- Make referrals to the police where a crime may have been committed which involves a child.
- As Deputy DSL - to liaise with the Headteacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.
- As Deputy DSL - to liaise with the Headteacher regarding any potential referral to the Local Authority Designated Officer (LADO) due to safeguarding/child protection concerns which involve a member of staff (it is the Headteacher or Chair of Governors who makes the referral).

Multi agency working

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored – be the 'voice of the child' and ensure that the child's views are listened to and shared.
- Attend and participate in multi-disciplinary/agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CP, CIN, TAF and EH.
- Liaise and co-ordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges by completing an EH plan/making a MARF referral to MASH and by being the Lead Professional, where appropriate
- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference for the child that was anticipated.
- Maintain and extend links with Wolverhampton's Multi Agency Safeguarding Hub, Strengthening Families Hubs and Wolverhampton's Safeguarding Together Partnership to ensure staff are aware of training opportunities and the local policies on safeguarding.

Training

- Attend child protection training at least every two years (and refresh knowledge and skills on an ongoing basis)
- Disseminate 'learning' from any training attended to the DSL to share with the whole school

- Represent the school at any safeguarding forums
- Participate in regular supervision with the DSL and school's Education Psychologist (where appropriate)

Families

To provide in school outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupils achieve their targets by:

- Organising drop-in 'offload' sessions for pupils and parents, where they can talk about a particular issue
- Signposting families to support services available
- Facilitating contact with the school nurse and overseeing the fortnightly drop in session
- Making a home visit, where appropriate to talk to parents about issues and to offer advice about strategies to deal with problems – complete the EH form with parents
- Attending and participating in multi-disciplinary/agency meetings contributing to the sharing of information and/or planning in relation to specific pupils including CIN, CP, EH.
- Updating the school's vulnerable pupil's list

Attendance

To work with teaching staff and the SENCo or Deputy Headteacher in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioural development.

To work with individuals and groups both within and outside the classroom setting - regularly monitor and reward the achievement of children working with you.

Attendance

To lead on attendance throughout the school which includes:

- monitoring 1st day absence phone calls, messages
- monitoring lates
- scrutinising weekly attendance and punctuality
- organising meetings with parents/home visits to discuss attendance,
- leading fortnightly EWO meetings,
- accessing SIMS
- completing off register forms (in line with CME guidance)
- overseeing leave of absence in term time requests - holidays
- manage in-year transfers
- completing electronic records and sending out attendance letters to parents
- promoting positive attendance through rewards and praise
- producing ½ termly reports for the school's senior leadership team
- analysing attendance for groups of pupils

Medical

To lead on medical throughout the school which includes:

- With support from the administrative team manage, record and monitor all medical needs within school, this includes liaising with staff and supporting our most vulnerable children
- Upon receiving medical declaration, follow up on all relevant paperwork to ensure correct forms are completed in line with the Model Medicines Policy, this includes liaison with families, school staff, school nurses, and relevant organisations
- Updating medical care plans for identified pupils

General Duties

Undertake a range of administrative duties relevant to the post, which includes maintaining accurate electronic records, preparing written reports and evaluations, sending letters to parents and completing EH/MARF forms online. Participate as required in relevant training which has been identified by the members of the Senior Leadership Team.

Attend Termly parent's evenings to support families and pupils and advise parents on attendance matters, behaviour strategies and parenting skills where appropriate.

Attend new Reception parent's meeting in the Summer term.

Provide 1st aid cover and fire marshall cover, if necessary.

The Attendance and Safeguarding Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks required of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher including training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested or summoned for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from www.gov.uk/disclosure-barring-service-check

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity

Wodensfield Primary School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

Wodensfield Primary School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

Person specification

Factors	Essential	Desirable	Measured By
Qualifications and training	<ul style="list-style-type: none"> • GCSE in English and Maths at Grade C/level 4 or equivalent • Educated to Degree level in either: education, childcare, social work, social care, counselling, psychology or youth work • Trained in Early Help 'Eclipse' • Safeguarding training – multi agency working 	<ul style="list-style-type: none"> • Additional qualifications as evidence of supporting children and/or their families with additional needs • 1st Aid qualification • Trained in care 1st/One system • Qualified as a Deputy Designated Safeguarding Lead 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working with children and families as part of a team around a family, child in need planning group, child protection plan • Working as part of a team • Evidence of experience of working with children and families in difficulty and crisis • Experience of multiagency working including childcare, health and social care • Experience of Safeguarding procedures 	<ul style="list-style-type: none"> • Experience of using Attendance systems within schools • Experience of working with children in the primary phase • Experience of working with people with mental health problems • Experience of using cognitive behavioural approaches • Restorative Justice approaches 	Application form Selection procedure References
Skills and knowledge	<ul style="list-style-type: none"> • Demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information • Knowledge of the procedures for MASH/MARF referrals and Early Help Assessments • Knowledge of issues affecting families and parenting needs of children • Knowledge of available support services • Ability to score, record and evaluate outcome measures. • Excellent ICT skills including proficiency in the use of Email, MSWord, MExcel and SIMs 	<ul style="list-style-type: none"> • Knowledge of Special Educational Needs and Education Health Care Plans • Positive Behaviour Management strategies • An understanding of the needs and difficulties which people with mental health problems or other disabilities face • Physical Intervention training 	Application form Selection procedure References
Personal qualities	<ul style="list-style-type: none"> • An interest in and ability to work with children and families with, or at risk of developing, mental health problems • An ability to interact effectively with staff from all disciplines and agencies • An ability to work independently and on own initiative; reliably and consistently with work agreed and managed at regular intervals • Professional appearance, conduct and attitude • High expectations of self and children 	<ul style="list-style-type: none"> • Being able to work flexibly by prior agreement • Awareness of equal opportunities; health and safety. • Sensitivity • Good team player • Self- motivated • Ability to promote inclusion for all pupils 	Application form Selection procedure References
Interest and motivation in the job	<ul style="list-style-type: none"> • Keen interest in professional and personal development • Engages fully in strategies designed to move the school forward • Has initiative and is willing to share ideas 		Application form Selection procedure

Notes:

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Last review date: October 2024

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____