

Assistant Safeguarding and Attendance Officer

Salary: Grade 7,

Hours: 37 hours per week, term time

Normal place of work: Philips High School, although you may be required to work at any other school within the Trust.

Job Description

PURPOSE OF THE ROLE

Purpose and Objectives of Post: To work with the Operational Safeguarding Lead and Attendance Officer, carrying out a blended role to support both areas.

KEY RESPONSIBILITIES

- Support safeguarding and attendance processes, including responding to concerns, maintaining accurate records, and ensuring compliance with statutory requirements.
- Coordinate and contribute to multi-agency work, including Early Help, referrals, and meetings, acting as Lead Practitioner where appropriate.
- Support and improve student attendance and punctuality through data tracking, home visits, family engagement, and partnership with external agencies.
- Prepare reports and documentation to support meetings, reviews, and school processes.
- Support staff and families with attendance and safeguarding, signposting appropriate services.
- Contribute to the wider school community through duties, training, and supporting the school's ethos and development.

DUTIES AND RESPONSIBILITIES

Safeguarding

- Alongside colleagues, manage and action incidents/ log that arise via CPOMS.
- Oversee and contribute to Early Help frameworks and attend Team Around the Family Meetings, identifying as the lead practitioner on occasions.
- Organising/ attending any other relevant multi-agency or home/ school meetings and reviews.
- Referrals to agencies where appropriate in liaison with Heads of Year and Safeguarding.
- To prepare relevant resources/ information/ reports, prior to meetings or events.

- Signpost/ refer to agencies and support networks for families, where there are identified needs or concerns.
- Work with staff to ensure that safeguarding is a key consideration in the organisation's activities
- Ensure confidentiality is maintained and information is handled sensitively.
- To oversee data and registers of staff training related to safeguarding.
- Maintain accurate and confidential information, secure, accurate and comprehensive case records and chronologies – via CPOMS.
- Home visits and attending meetings offsite where needed.
- To assist the OSL with any other safeguarding duties, within role capacity.

Attendance

- Assist the school in meeting obligations and targets in relation to school attendance, especially persistent absence.
- Produce reports and summaries with regards to attendance, punctuality and pastoral issues.
- Ensure that all records of attending pupils are kept up to date as part of the attendance team.
- Update the MIS (ARBOR) system regarding exclusions
- Ensure all pupils are in attendance during the exam period as part of the attendance team.
- Work closely with outside Agencies and Alternative Provision Providers and assist in arranging placements and monitoring attendance.
- Be fully aware of and carrying out all work in line with Child Protection Procedures. This may involve attending meetings with the Attendance Officer.
- Carrying out home visits/ welfare checks independently, as co-ordinated with the Attendance Officer daily.
- To support with offering home/ school meetings where attendance/ punctuality is a concern.
- To support in mentoring specific students where attendance or punctuality is a concern.
- Submit Penalty Notices for students with poor attendance or who have had term-time holidays.
- To be responsible for students who are arriving after registration and to be the point of contact for families arriving late with students.
- To support the Attendance Officer in contacting families where students have not arrived at school.
- Keep clear and concise records of all meetings.
- Acquire and maintaining a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs.

General Duties

- To be aware of and comply with all School Protocols, Policies and procedures including Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake duties as part of the school's duty system.
- To act as a First Aider for which training will be provided.
- Contribute to the school ethos, aims and the development/improvement plan.

- To take part in whole school INSET activities/training to enhance job effectiveness
- The postholder will be expected to undertake other tasks/duties as directed by the Headteacher

Note: The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
<p>Minimum GCSE Grade 4 or equivalent (Grade C) in English and minimum GCSE Grade 4 or equivalent (Grade C) in Maths.</p> <p>Experience working with children and young people within a professional capacity.</p> <p>Strong experience of using computerised database systems and Microsoft Office packages, including Word and Excel</p>		<p>Level 3 qualification or higher (eg. A Levels, BTEc level 3, NVQ level 3) or equivalent experience in a relevant discipline.</p> <p>Experience of working within a pastoral role within an education setting.</p>	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE	
<p>Ability to manage areas of conflict/ sensitive situations with children and families.</p> <p>The ability to build good rapport and converse at ease with families, providing accurate advice and assistance.</p> <p>Ability to record and maintain reports of incident logs, which may require monitoring and updating via the safeguarding system, CPOMS. Training will be provided.</p> <p>Ability to work in a team, under direction and on personal initiative</p>			

<p>Ability to work under pressure to meet deadlines/ targets and maintain accuracy. Ability to prioritise workload.</p> <p>Good communication, interpersonal skills and organisational skills</p> <p>Understanding of data protection and the importance of confidentiality.</p> <p>Understanding why safeguarding is important whilst working with children as per KCSIE/ DFE.</p> <p>Hold a full valid Driver's Licence, to carry out home visits and attend meetings.</p>	
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL	DESIRABLE
<p>Excellent/Good record of attendance and punctuality.</p>	

Employees of Philips High School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm.