



## Attendance Officer & Designated Safeguarding Lead Job Description

Name:	GRADE: C3-S01	Reviewed:
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Hours: 37h

Monday	Tuesday	Wednesday	Thursday	Friday
8- 1.05pm	8-1.05pm	8-1.05pm	8-1.05pm	8-1.05pm
1:35- 4pm	1:35- 4pm	1:35- 4pm	1:35- 4pm	1:35-3:30
7.5h	7.5h	7.5h	7.5h	7h

### Purpose of job

To work under the direct instruction of the SENCO and SLT teaching/senior staff to support access to learning for pupils and support across school in the management of pupils with SEMH. There is a specific focus on continuing to improve whole school attendance.

### Responsibilities

- a) To be one of the school's Designated Safeguarding Leads.
- b) To lead on attendance across the school; monitoring and promoting good attendance, making daily contact with parents/carers of children who are absent, carrying out home visits, putting support in place for families who have children with poor attendance, issuing letters, processing fines, compiling data reports for the Cluster and the Governing Board.
- c) **Follow the BCM cluster attendance policy in the graduated response to absence and persistent absence.**
- d) **Write reports in preparation for meetings with external agencies.**
- e) **Take part in/lead supervision sessions**
- f) **Write SMART plans for key children and support the writing of risk assessments for children with SEMH.**
- g) **Make referrals for Cluster support**
- h) **To act with responsibility and confidentiality on all matters regarding children and their families**
  - i) Support the development of Social and Emotional, Mental Health and wellbeing across the school, using a range of targeted methods.
  - j) Support children on an individual level and where appropriate and linked to a SMART plan.
  - k) Support children with SEMH in being safe in school and on school visits.
  - l) Liaise with families and carers regarding the progress that targeted children are making and value partnership between home and school.
  - m) Support access to activities which encourage family/ carer involvement.
  - n) Model and support the behaviour policy of the school, while understanding how to make reasonable adjustments for children who have social and emotional difficulties.
  - o) Have knowledge of the range of external activities/ opportunities/ organisations that are available to support and empower children and families.
  - p) Maintain accurate records using CPOMS and action incidents.
  - q) Liaise with external agencies, including other schools for transition and admissions.
  - r) Liaise with school staff to support their CPD for children with SEMH.
  - s) Support good behaviour at lunchtime and break times by offering a safe space for children.
  - t) To supervise and support pupils who are dysregulated.
  - u) To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
  - v) To promote the inclusion and acceptance of all pupils, encouraging pupils to interact well with each other and to be independent as appropriate.
  - w) To work as a team liaising with colleagues, supporting each other

**Relationships**

- The post holder will be required to work flexibly to deliver an efficient Service.
- There will be daily contact with pupils, colleagues, other members of staff, line managers and internal and external customers

**Physical Conditions**

- The post is currently based at Middleton St Mary's CE (VC) Primary School.
- Classrooms are based on the ground floor and is accessible by disabled persons.
- This post is subject to an enhanced Disclose and Barring Service check.
- The school operates a non-smoking/no vaping policy.

**Prospects**

**Promotion:** Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

**Training:** The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

**QUALIFICATIONS**

GCSE/CSE/Level 2 English and Mathematics

**Job Description Approved by: Naomi Wood**

**Date:** 31.01.2025

**Signed:**



## Middleton St Mary's CE (VC) Primary School

### Attendance Officer & Designated Safeguarding Lead Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good standard of reading and writing (especially competence in spelling skills) – clear and legible writing	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A & I
Ability to relate well to children and adults	*		A & I
Excellent communication skills	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Good numeracy/literacy skills (GCSE Maths and English/Level 2 Qualification)	*		A & I
Designated Safeguarding Lead (DSL) trained		*	A&I
Working with or caring for children of relevant age	*		A & I
Appropriate knowledge of first aid		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A & I
Participate in development and training opportunities	*		A & I
Completion of DfES Teacher Assistant Induction Programme		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience of working with children	*		A&I
Experience of working with children with SEND	*		A&I
An understanding of the Early Years and how children develop		*	A&I
Experience of dealing with queries from a wide range of people	*		A & I
Experience in the use of the Microsoft package and email	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I
Warm, sympathetic, caring and patient	*		I
Willingness to work as an enthusiastic member of a team	*		I
Lots of energy and enthusiasm	*		I
Flexible, adaptable with ability to be firm when necessary	*		I

METHOD OF ASSESSMENT(MOA)	A =Application Form T = Test I = Interview C = Certificate
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