



JOB DESCRIPTION

Job Title: Safeguarding and Attendance Officer
Grade: SO1 SCP 23-25
Reporting to: Assistant Principal for Support & Wellbeing
Responsible for: Student Service team

Job Purpose:

To lead and coordinate safeguarding and attendance systems within the college, ensuring all students are safe, supported and able to achieve. The role works closely with safeguarding leads, staff and external agencies to drive high standards of care, improve attendance, and provide effective pastoral and academic support, while overseeing student services, first aid provision, and the management of Individual Pupil Risk Assessments to ensure a safe and inclusive learning environment.

Key Responsibilities

Safeguarding & Compliance

- Work as a safeguarding officer and maintain full oversight of the child protection database (CPOMS), ensuring it is kept up to date and that all reported incidents are dealt with efficiently
- Ensure all student records are accurate, up to date (electronic and hard copy), and relevant information is shared with staff
- Support the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) in ensuring that all transition records are received and carefully assessed
- Provide supervision support to other safeguarding officers within the team
- Quality assure safeguarding systems to ensure consistency, efficiency and rigour

Attendance & Student Support

- Promote and monitor student attendance and retention
- Monitor attendance closely, identifying students who require targeted support and intervention
- Provide a friendly and visible point of contact for students, supporting their transition into college and beyond
- Support students experiencing personal difficulties, signposting to appropriate internal and external services
- Liaise with parents/carers, staff and external agencies to support student wellbeing

Student Services & Coordination

- Line manage the Student Services Team to ensure coordinated and effective support for students
- Work closely with the Alliance and Academic Guidance teams to maximise student support and outcomes
- Provide additional Student Services support where required
- Contribute to a positive, safe and inclusive college environment through visible presence and engagement

First Aid & Risk Assessments

- Provide and co-ordinate First Aid support across the college
- Coordinate the administration and completion of Individual Pupil Risk Assessments

GORSE

Training, Reporting & Wider Contribution

- Provide ongoing CPD in safeguarding and attendance to ensure high standards of practice
- Provide regular updates and reports on safeguarding and attendance to senior leaders and governors
- Work with external agencies to maximise support for students
- Support student recruitment, interviews and enrolment processes
- Attend college events, meetings and training as required

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	
• Grade 4 (C) and above in GCSE English and Mathematics (or equivalent).	E
• Relevant Level 3 Qualification (or willing to work towards)	E
• First Aid training (or willing to work towards)	E
• Level 6 Careers Guidance qualification	D
Knowledge and Skills	
• Clear knowledge and understanding of safeguarding policies and procedures	E
• Strong interpersonal and communication skills (verbal and written)	E
• Good organisational skills, with the ability to manage competing priorities and meet deadlines	E
• Ability to work effectively both independently and as part of a team	E
• Ability to respond appropriately to unexpected situations	E
• Ability to build positive relationships with students, staff, parents/carers and external agencies	E
• Ability to maintain accurate safeguarding and attendance records using appropriate systems	E
• Ability to support and promote a safe, inclusive and supportive environment	E
• Commitment to promoting equality, diversity and inclusion	E
• Ability to use data to identify trends and inform interventions	D
• Ability to contribute to staff training and the sharing of best practice	D
Experience	
• Experience of working with young people	E
• Experience of providing information, advice and guidance to young people	E
• Experience of maintaining accurate records and using systems to track student support, safeguarding or attendance	E
• Experience of providing pastoral support and responding to student wellbeing needs	E
• Experience of working with external agencies to support young people	E
• Experience of working in a college or education setting	D
• Experience of analysing attendance, safeguarding or student data	D
• Experience of coordinating or supporting staff to deliver effective services	D
• Experience of delivering training, briefings or continuing professional development (CPD)	D
Continuous Professional Development	
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.