

Lancashire County Council

Role Profile - Operational Context Form

Post title: Attendance Manager/Deputy Designated Safeguarding Lead					
Directorate: Education			Location:		St Cecilia's RC High School
Establishment or team:		St Cecilia's RC High School		Post number:	
Grade:	Grade 7	Staff responsibility:	None	Essential Car user:	Essential
<p>Purpose of the role (job statement):</p> <p>Work alongside the Associate Assistant Headteacher/Attendance Champion to provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence across all year groups.</p> <p>Act as the Deputy Designated Safeguarding Lead for the School</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to attendance and improve participation in learning and school life. 2. Monitor student attendance and implement policies to improve attendance. 3. Liaise with teaching staff to provide particular support to targeted students to raise attendance to help them to overcome barriers to learning. 4. Act as point of contact for specialist support services. 5. Act as first point of contact for pupils who arrive late at school, and update parents/carers of safe arrival. 6. Work in partnership with external agencies to support attendance initiatives. 7. Conduct home visits and welfare checks on students absent from school and those accessing alternative provision. 8. Liaise with Parents/Carers with attendance issues. 9. Work closely with the Pastoral Team to ensure good attendance and punctuality is recognised, promoted and rewarded. 					

10. Keep up-to-date with relevant legislation, including Legal Interventions of Education Supervision Orders (ESO), Fixed Penalty Notices (FPN) and Prosecution Determination Reports (PDR), providing advice & guidance on sanctions and trigger points to parents/carers, and to relevant staff within school.
11. Liaise with the Pastoral Team with concerns and patterns of absence, and to discuss actions and support needed.
12. Analyse attendance (including punctuality) data to identify emerging issues and respond proactively where there are trends, patterns & emerging issues with individuals or groups of students, and have an awareness of vulnerable pupils/groups i.e CLA, SEN, CIN, PA, PP pupils.
13. Monitor absences and raise any concerns immediately with regards to the whereabouts of a child by informing parent/carer, and sharing this information on Synergy/Attend/CPOMS effectively so all the necessary data can be analysed and shared with staff, schools and agencies as required.
14. Participate in the effective organisation of attendance interventions & initiatives, hold Attendance Review meetings, issue Parenting Contracts, conduct truancy sweeps and home visits/doorstep visits to improve attendance in school.
15. To arrange and submit any reduced timetables in line with LCC policy, working with the SENDCo and Pastoral staff to monitor and review progress, within recommended time scales.
16. Initiate Legal Interventions for prosecution through the completion of chronologies and gathering evidence to complete and submit legal paperwork for Education Supervision Orders (ESO), Fixed Penalty Notices (FPN) and Prosecution Determination Reports (PDR) to a Court Officer in accordance with LCC & DfES guidance.
17. Provide advice and support to parents / carers of students with attendance concerns.
18. Attending relevant network and training meetings and delivering relevant CPD to staff.
19. Act as Deputy Designated Safeguarding Lead (DSL).
20. Any other duties identified by the Headteacher as relevant to the role/grade.
21. To work within the school's policies and procedure.
22. To take care of their own and other people's health and safety

Grade Profile

Level Six – Operative / Support (Grade 7)

Level Six Purpose

To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may or may not include day-to-day supervision and direction of a small group or team.

Scope of Work

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.

Accountabilities/Responsibilities

Role holders may be responsible for:

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or
- Providing service and situation specific advice and guidance; or
- Using specialised equipment.

Skills, knowledge and experience

- Proven track record in a commitment to keeping all children safe in education.
- Extended experience or the ability to demonstrate the competence to undertake the role.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.
- Working knowledge of the practices, processes and procedures relevant to the role.
- Developed skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

Performance Measures

- Completion of work to required standards, deadlines and timescales.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

