



**STAINDROP**  
ACADEMY



# Attendance, Safeguarding and Behaviour Officer

Candidate Information

Start Date: October 2025

Your child is our child

# Welcome from the Headteacher

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Our ethos is built upon a tradition of excellence for the wellbeing, achievements, aspirations and success of our young people. Every child matters at Staindrop Academy and we want them to be happy, valued and successful to fulfil their potential and develop the skills and attributes to succeed in their next steps.

We are keen for our pupils to develop as confident, responsible and considerate individuals who excel and make a lasting contribution within and beyond their school life. We are extremely proud of their outstanding achievements in all walks of life. Our pupils are the finest ambassadors, demonstrating what can be achieved through hard work and a positive attitude. The day-to-day atmosphere of Staindrop is warm, friendly and orderly and visitors always comment on the calm and purposeful atmosphere that pervades every aspect of school life.

At Staindrop Academy we are here to prepare every pupil to face the challenges of the 21<sup>st</sup> Century and to be:

- Happy, valued and successful
- Well-rounded individuals
- Valued members of the school community and wider society

We are passionate about our school and want to ensure that our staff share the same passion, values and drive.

If you aspire to educational excellence, demand the highest of standards and are looking to contribute to the success of a rapidly growing school, then we look forward to welcoming you to Staindrop Academy.

**Mrs S. Mitchinson**  
**Headteacher**

## The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Cultivates a positive and inclusive environment, which promotes excellent attendance, punctuality and conduct amongst all students and ensure the school's attendance procedures are maintained effectively.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to initiatives which raise the awareness of staff, parents and the community on the importance of school attendance.
- Exhibits excellent people management skills.

# Job Description

<b>JOB TITLE</b>	Attendance, Safeguarding and Behaviour Officer
<b>CONTRACT TYPE</b>	Permanent, Term Time Only
<b>ACCOUNTABLE TO</b>	Line Manager / Senior Leadership Team
<b>GRADE</b>	Grade 7 SCP 15-22
<b>REQUIRED</b>	October 2025

## RESPONSIBILITIES OF ALL POST HOLDERS

### ETHOS

**Employees are expected to support and contribute to the school ethos.**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

### GENERAL EXPECTATIONS

**Employees will:**

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.



- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

## RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

### Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

## SPECIAL CONDITIONS OF THIS POST

### Conditions of this post:

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

#### **Specific Safeguarding responsibilities:**

- To be the School's Designated Safeguarding Lead (DSL).
- Record and report safeguarding concerns using the school's safeguarding system (e.g., CPOMS).
- As safeguarding officer, manage referrals to social care and other agencies and support other members of the safeguarding team in doing so.
- Attend multi-agency meetings (e.g., CIN, CP, TAC, CiC) and contribute to plans.
- Communicate with parents and carers regarding any safeguarding issues and updates
- Promote a culture of safeguarding across the school.
- Be responsible for the training of all staff in safeguarding and ensuring regular updates to staff
- Liaise with the MAT and Local Authority safeguarding teams to be aware of emerging and contextualised issues and trends
- Monitor trends and patterns in safeguarding issues and share with school staff
- Work with the school's pastoral team to educate students on how to safeguard themselves
- Deliver assemblies to students to promote staying safe and how to report any concerns
- Be responsible for supporting school administration systems, structures and functions.
- Communicate with parents on attendance issues including absence calls, texts and recording/ updating in SIMs.

#### **Specific Attendance and Behaviour responsibilities:**

- Ensure that staff complete registers accurately.
- Promote excellent attendance, punctuality and conduct amongst all students and ensure the school's attendance procedures are maintained effectively.
- Establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
- Work on initiatives which raise the awareness of staff, parents and the community on the importance of school attendance.

- Manage the effective use of data and apply this in improving overall attendance figures to the national average or above.
- Monitor trends and patterns in attendance / non-attendance that require action.
- Make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on attendance of individual students, facilitating their return or access to regular full-time education provision.
- Work alongside other members of the pastoral team upon identification of students whose attendance is a barrier to progress and achievement, using regular checks to improve levels of attendance.
- Meet regularly with the HT and progress the action points from the meeting, including focussed intervention with families and students.
- Liaise with local authority staff regarding the issue of FPNs and other Legal Documentation regarding potential prosecution and attend court hearings when required.
- Be responsible for the attendance and behaviour records of the school.
- Report comparative figures, impact of strategies and areas for further development to the SLT.
- Facilitate meetings within school, liaising with the LA, pastoral staff and external agencies regarding students whose attendance is persistently below 96%.
- Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Keep up to date with new Government and local guidance, legislation, policies and procedures, and how they work in the wider workforce.
- Be able to apply confidentiality procedures as appropriate to the context.
- Know about data protection issues in the context of this role and act accordingly
- Lead on reintegration with students who have been absent from school
- To support students who are absent from school
- Support the implementation of the school's behaviour policy.
- Monitor behaviour incidents and trends.
- Intervene with students displaying challenging behaviour.
- Liaise with parents/carers regarding behaviour concerns.
- Support reintegration meetings and restorative practices.

**The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.**

## Person Specification

Criteria		Essential	Desirable
Application	A completed application form and a letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Educated to NVQ Level 3 or equivalent or experience in a relevant discipline.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Commitment to continuous professional development.	*	
	Safeguarding Level 3 Training	*	
	Experience using school MIS and safeguarding systems (e.g., SIMS, Arbor, CPOMS)		*
Experience	Experience of taking initiative and self-motivation.	*	
	Working within a school/ MAT.		*
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMSs, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
	Have an openness to learning and change.	*	



Personal Attributes	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
	Ability to handle sensitive information with discretion	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.		*
	Be willing to, occasionally, attend evening meetings.	*	

**Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.**

# Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 13<sup>th</sup> October 2025 addressed to:**

**Mrs S. Mitchinson  
Staindrop Academy  
Cleatlam Lane  
Staindrop  
Darlington  
DL2 3JU**

or by e-mail to the School Reception, [reception@staindropschool.com](mailto:reception@staindropschool.com)

## AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

## REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

## DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

## PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.