

Rowhill School

Attendance & Safeguarding Associate

Hampshire

- **Closing Date:** Friday 31st May 2024 at 12:00pm
- **Interview Date:** TBC
- **Job Start Date:** ASAP or September 2024 for the right candidate.
- **Contract/Hours:** Permanent
- **Salary Type:** Support Staff
- **Salary Details:** Grade D £25,628 - £28,326 FTE (£23,607 - £26,092 actual)
- **Hours of Work:** 37 hours per week, from 08:00 to 16:00 during term time and INSET days.
Plus, 3.7 hours per day for a duration of 4 weeks during the summer break.
- **Location of Role:** Rowhill School, York Road, Aldershot, Hampshire GU11 3JG
- **Contact e-mail address:** vacancies@rowhill.hants.sch.uk

Job/Person Summary

Rowhill School is a Pupil Referral unit for 11-16-year-olds, set on a well-resourced and beautiful site.

We educate pupils who are either permanently excluded, at the risk of permanent exclusion or cannot attend a mainstream setting for various medical reasons.

Our school strives to cultivate a desire for learning and self-improvement so that students leave Rowhill School with the tools needed to succeed in their onward pathways, we strive to develop well-mannered, confident, and culturally rich individuals.

We are seeking to appoint a suitably qualified and experienced professional to take up the role of Attendance & Safeguarding Associate. Currently, this role is undertaken by the Associate Leader DSL and 4 DDSLs.

Now, the Governors of the school have decided that this role should be supported, in future, by a dedicated non-teaching member of staff who will report directly into the Leadership and Management team. This is an extremely important role for several reasons. Successful academic outcomes, well-being and safety of children and young people are of paramount importance in all schools. The vision is that opportunities for progression to DSL, would be created for the right candidate, after a suitable period of performing the role to a high standard.

Safeguarding and Child Protection measures are under intense scrutiny from senior staff in the school, the Hampshire Safeguarding Partnership, OfSTED, and other authorities. There is an expectation that the Safeguarding Assistant role will support safeguarding administration and safeguarding visits when there are concerns. The successful candidate will be educated to at least GCSE level and have proven literacy and numeracy skills, having achieved Grade 4, or above, in Maths and English. The ideal candidate must also be able to demonstrate resilience, resourcefulness, initiative, good time management and patience.

The post holder

Rowhill School needs a person who will think clearly, in the best interests of all children and young people on roll and communicate effectively with senior staff. They will be prepared to become an expert on the official guidance and laws in place that support effective Safeguarding and Child Protection measures. They will need to act, giving instructions to others. If necessary, they will need to deal directly with adults in other supporting agencies, such as Children's Services, Police, CAMHS, and Educational Psychologists.

Please read the person specification below, for further information.

All school employees will be expected to take annual leave during the school holiday periods.

When will this role start

We feel this important operational and strategic role should start as soon as possible and preferably by ASAP. It is expected that time will be allocated for full training and liaison with senior staff so that a complete understanding of the brief can be established.

Who will line-manage this role

The Attendance and Safeguarding Associate will report directly to the HSLM and Designated Safeguarding Lead and will be required to hold meetings to report on safeguarding and child protection matters to DSLs and DDSLs weekly.

Application Procedure

Should you wish to visit the school or talk to key staff prior to application then we would welcome the opportunity to meet you and show you around our school. If you would like to arrange an informal chat with our Associate Leader DSL, Cathy Koziol then please call 01252 367500 or email c.koziol@rowhill.hants.sch.uk

Further information and an application pack can be obtained from the school website www.rowhill.hants.sch.uk, by contacting Clare Hinsley, Administration Officer at the school on 01252 367500 or by emailing vacancies@rowhill.hants.sch.uk or from the schools website www.rowhill.hants.sch.uk/News/Vacancies/

The school's safeguarding and child protection policies and practices can be found at <https://www.rowhill.hants.sch.uk/Safeguarding/>. The school's recruitment policy is available to prospective applicants and will be issued to the applicant on request from the school office.

We reserve the right to withdraw vacancies at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

This school and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Check as well as other relevant pre-employment checks.