

## **Job Description: Deputy Designated Safeguarding Lead & Attendance Manager**

<b>Reports to:</b>	Vice Principal
<b>Location:</b>	Ark Evelyn Grace Academy
<b>Contract:</b>	Full Time, Permanent
<b>Working Hours</b>	08:00am – 17:00pm
<b>Salary</b>	Ark Support Grade 11 point 34-38 (£43,266-£50,323)

### **The Role**

- Ensure each member of staff has access to and understands the Academy's safeguarding and attendance policies and procedures
- To be alert to the specific needs of children in need, those with special educational needs, young carers and students who are pregnant.
- Act as Deputy Designated Safeguarding Lead and deputise for the Vice Principal in his capacity as DSL
- Ensure that all welfare concerns are logged on Impero and actioned by relevant staff
- Keep detailed, accurate, secure written records of safeguarding concerns and referrals
- Provide advice and support to staff on protecting children from risk
- Obtain access to resources and attend any relevant or refresher training courses
- Support the emotional needs of our most vulnerable students
- To receive and coordinate referrals, arranging action and reviewing services for children and families
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them
- Liaise with outside agencies so that all our students are kept safe and are provided with the best possible care and support
- Ensure that attendance is high in all years
- Monitor and report on all absence
- Operationalise and review our attendance policy

### **Key Responsibilities**

- Support the Vice Principal in all matters related to safeguarding and attendance
- Refer cases of suspected abuse to the local authority MASH as required
- Support staff who make referrals to the local authority MASH
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Work with the school social worker in supporting vulnerable children and families
- Refer students to appropriate agencies where they are at risk of gang involvement
- Liaise with the Principal and Vice Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Ensure that accurate attendance registers are maintained by all staff and all attendance record keeping is up to date and complies with statutory duties
- Monitor and report on student absence and attendance
- Ensure that all stakeholders complete and record actions as detailed in the attendance policy
- Ensure that there is a procedure in place for taking students off roll so that all parties involved in the process understand their role and fulfil their responsibilities

- Liaise with all pastoral staff in order to secure high attendance and good rates of punctuality
- Support the VP in preparing attendance and safeguarding reports for a variety of stakeholders, including governors and SLT

### **Work with others**

- Liaise with the Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the “case manager” (as per Part Four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member)
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for staff
- Provide support to hard to reach families and vulnerable students so that positive relationships of trust are created and maintained
- Work with EWS where court action and penalty fines are required
- Work with PA students and those at risk of becoming PAS to ensure their attendance is raised and they become more positive about school
- Attend TAC meetings, Core group meetings and CP conferences
- Ensure our own policy on students who are missing education is always adhered to

### **Raise Awareness**

- Ensure the school’s child protection policies are known, understood and used appropriately
- Ensure the school’s child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are made aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- In collaboration with the Associate Vice Principal, provide training and induction for staff
- Publish attendance data in the weekly bulletin

### **Academy Culture**

- Support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To be active in issues of student welfare and support
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required

### **Other**

- Take responsibility for the Child Protection files, ensuring that if a child leaves the school that their file is transferred separately and securely from their main pupil file

- Undertake appropriate external training on Safeguarding and Child Protection and remain well informed of current procedures and best practice
- Adhere to the academy policies as outlined in the staff handbook
- Challenge behaviour which breaches school policies, procedures and code of conduct
- To carry out first aid duties
- To undertake fire marshal duties, if and when required
- To undertake morning and afternoon playground duties, if and when required
- To operate the cashless catering tills, if and when required
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. parents' evenings
- This job description is subject to change with the agreement of the post holder

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager or the Principal.

## **Person Specification: Deputy Designated Safeguarding Lead & Attendance Manager**

### **Qualification Criteria**

- Qualified to degree level and above
- With or without QTS

### **Training Requirements**

- A minimum of level 3 Safeguarding training to be completed annually
- Prevent awareness training

### **Knowledge, Skills and Experience**

- Experience of managing child protection cases and investigations
- Experience of establishing effective relationships with children, their families, stakeholders and the wider community that the academy serve
- Experience of securing attendance levels across a school which are at or above national rates of attendance
- Experience of maintain good levels of punctuality across a school
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes (ie. Early help assessments)
- Working knowledge of how local authorities conduct a child protection case conference and a child protection review conference, and be able to attend and contribute to these effectively when required to do so
- Detailed and authoritative knowledge of safeguarding and child protection
- In-depth knowledge and understanding of the range of additional support/agencies which can be of assistance to vulnerable students and families
- Excellent communication skills, written and verbal
- Capable of relating to children, young people, their parents, carers and professional staff at all levels
- Capable of establishing positive relationships with all students and parents, especially those who are most hard to reach
- Work well as part of a team to reach agreed targets and outcomes for children/young people
- Strong problem solving and analytical abilities and ability to make good judgements
- Able to balance competing priorities, work on own initiative and to tight deadlines
- Proven ability to write reports, summarise clearly and concisely, and articulate concepts and proposals

### **Behaviours**

- Enthusiasm for working in a challenging educational context
- Helpful, positive, calm and caring nature
- Motivated, confident, with leadership and negotiation skills
- Able to demonstrate self-control and adaptability
- A good listener who can effectively build relationships with colleagues, pupils, parents and other third parties
- A high level of self-awareness and an aptitude for conflict resolution and for dealing with sensitive issues with integrity
- Confidence and good judgement to manage situations relating to the poor conduct/behaviour of others towards a child
- Willingness to challenge opinion, where necessary, and to drive the child protection and attendance agenda
- Maintain confidentiality and discretion at all times

**Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*