



Job Description

JOB TITLE	Deputy Designated Safeguarding Lead and Deputy Attendance Improvement Coordinator
JOB FAMILY	Education Support
PHASE	Secondary
REPORTING TO	Lead DSL

Job Purpose

- To assist the Designated Safeguarding Lead with the safeguarding of all students with a focus on those who are on a Child Protection Plan, Looked After or Vulnerable.
- To work alongside the AIC (Attendance Improvement Coordinator) to promote excellent attendance and reduce absence levels.

Duties and Responsibilities

Safeguarding

- Monitor and act upon concerns raised, including those raised through CPOMS
- Keep an accurate and up to date database of information on students who fall into one of the above groups.
- Ensure that meetings are held in accordance with the regulations that are laid out by Child Protection plans and then chasing the appropriate documentation once these meetings have been completed.
- Triage the causes for concern and respond to ensure that safeguarding practice is followed in regard to all statutory responsibilities.
- Offer advice to staff with regard to routine safeguarding issues and take appropriate action.
- Make direct referrals with outside agencies including; Children's Services, Police in absence of DSL, etc.
- Keep the DSL updated in regards to all cause for concerns and action taken.
- Be present on site when the DSL is off-site.
- Carry out Early Help referrals.
- Help to create training resources for safeguarding to be used by the staff and the students; and to deliver training where appropriate.
- Distribution of information on safeguarding to staff.
- Upkeep of safeguarding notice boards and displays.
- Attend meetings with external agencies
- Coordinate meetings of professionals where needed.



Attendance:

- Ensure that daily registers are checked promptly, absences are followed up, and safeguarding procedures are upheld.
- To work alongside the AIC to promote excellent punctuality and reduce lateness to school.
- Provide a high standard of administrative and student facing support for attendance.
- To liaise with parents and carers via a variety of platforms.
- To support the AIC to ensure attendance registers are completed accurately and on time.
- Provide necessary cover during staff absence to ensure compliance with statutory and policy requirements.
- Support the AIC to comply with the TSAT attendance policy.
- To ensure daily records are printed in good time in case of an emergency or fire drill.
- Undertake general administrative tasks relating to attendance and admissions.
- Undertake home visits as required
- Support the AIC to complete referrals as necessary.
- To ensure letters and other correspondence relating to attendance and admissions in a timely manner.
- Undertake regularly child facing duties (social times, before and/or after school).
- To maintain confidentiality at all times in respect of school and Trust related matters and adhere to GDPR protocol.

General Responsibilities:

- Deputise for the Designated Safeguarding Lead in their absence.
- Comply with all policies and procedures relating to safeguarding, health and safety, confidentiality, data protection and security.
- Attend and participate in relevant meetings, forums and support groups as required.
- Maintain effective working relationships with colleagues, external agencies and other professionals.
- Undertake training and professional development required to fulfil the responsibilities of the role.

Training:

- If appointed you will be required to attend a Child Protection Course, and other training such as in Child Sexual Exploitation, Drugs and Alcohol and E-safety.

Administrative:

- Carry out general administrative duties including correspondence, filing, record keeping and responding to routine enquiries.



- Analyse and report on data relating to safeguarding, attendance and vulnerable students.
- Support the tracking and monitoring of students attending alternative provision.
- Contribute to initiatives and projects that improve outcomes for vulnerable students.

Whole-School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of school policies, practices and procedures.
- Make a positive contribution to the wider life and ethos of the school.

Personal and Professional Conduct

- Conduct all duties in accordance with the Trust Code of Conduct, maintaining high standards of professionalism, integrity, attendance and punctuality.
- Demonstrate respect for individual differences and promote equality, diversity and inclusion.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Victory Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Deputy Designated Safeguarding Lead and Attendance Improvement Coordinator



THINKING SCHOOLS
ACADEMY TRUST

Name:

Signed:

Date:

TRANSFORMING LIFE CHANCES