

Job Description and Person Specification

Job title	Designated Safeguarding Lead & Attendance Officer
School	John Rankin Schools
Salary grade	F
Work location	Across the Federation
Reports to	Deputy Headteacher(s)
Supervises	N/A

JOB PURPOSE

To take responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any safeguarding concerns that arise.

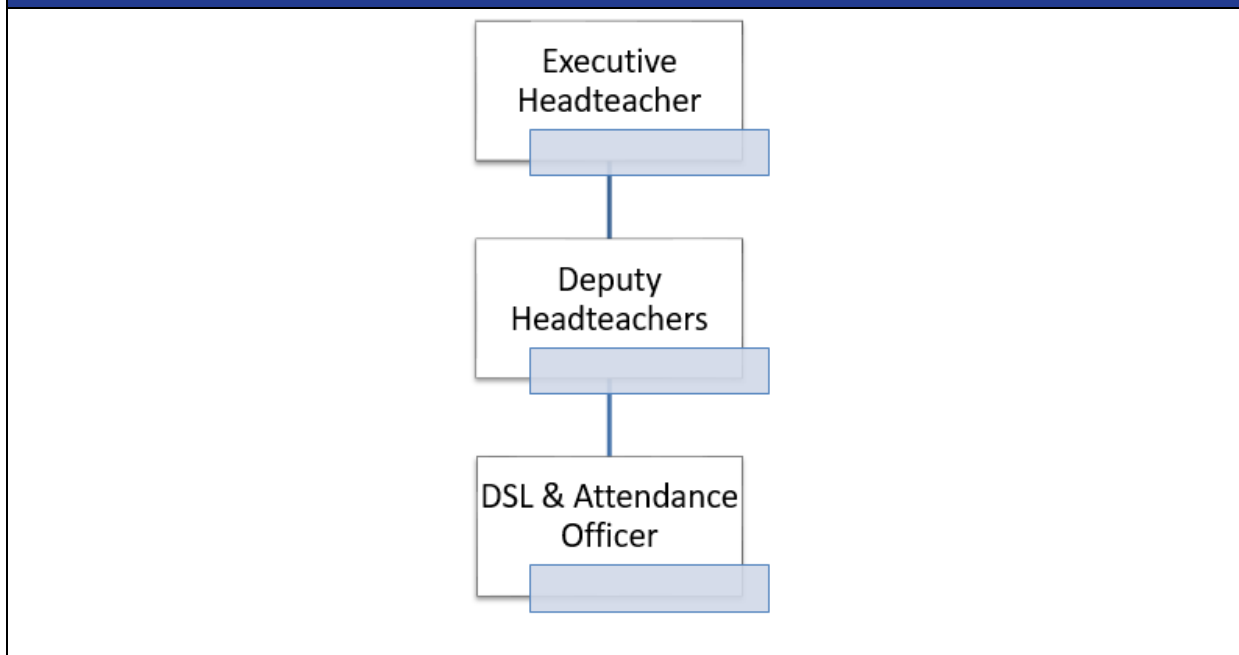
To be responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

To be available for staff to discuss any safeguarding concerns.

To promote good attendance and challenge attendance that falls below government expectations.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

Safeguarding

- Designated Senior Person for Safeguarding
- Develop positive safeguarding policy, procedures, protocols and practice in school
- Receive information and offer advice about safeguarding concerns and take appropriate action
- Develop effective working relationships with other agencies and services
- Ensure that accurate records relating to individual children are kept separate from the academic file in a secure place
- Be familiar with national and local safeguarding guidance and referral procedures
- Ensure that their own training and knowledge is up to date and disseminate in whole school staff training and regular updates
- Monitor safeguarding cases in the school and take further action
- Produce reports to Head Teacher and Governors as required
- Take lead responsibility for online safety including understanding the filtering and monitoring systems in place in school
- Ensure that the school meets the DfE digital and technology standards

Managing Referrals

To take lead responsibility for:

- referring all cases of suspected abuse of any pupil at the School to children's social care; supporting staff who make referrals to local authority children's social care;
- referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff;
- as required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member);
- attend strategy discussions and represent the School at inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children;
- referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern.
- making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child
- making referrals to the police where a crime may have been committed which involves a child.
- to liaise with the Executive Headteacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.
- to act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies.

MAIN DUTIES AND RESPONSIBILITIES

Raising awareness:

- ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the School's role in this;
- maintain links with Local Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding ; and

Preventing radicalisation:

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:

- acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty;
- undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of PREVENT training
- Liaising with the local PREVENT coordinators, the police, local authority and other relevant multi-agencies in relation to PREVENT.

Support for staff

- Manage staff members response to Safeguarding and CP concerns
- Advise staff on appropriate actions with regards to the above
- Advise and support staff in response to individual student need
- Liaise with external agencies as the staff representative
- Act as conduit for information required by staff keeping staff up to date with changes in national policy and procedure regarding CP and Safeguarding

Attendance

- Ongoing monitoring of attendance for all students
- Identify students whose family require support to improve the attendance
- Liaise with Head Teacher and other agencies where pupil's attendance is a concern
- Raise attendance issues with parents and meet in order to support them to improve attendance
- Liaise with Education Welfare Officer and refer students who are not meeting attendance targets
- Attend meetings with the Education Welfare Officer as a representative of the school and liaise with relevant staff and outside agencies that can support pupils and families to successfully improve attendance
- Keep attendance filing system up to date and manage associated administration, including A SAP
- Produce a half termly summary of attendance across the school. Report to Head and governors as required

Duties and Responsibilities – General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new

MAIN DUTIES AND RESPONSIBILITIES

and alternative systems

- It will be necessary to work with information technology and associated systems in accordance with school policies
- To cooperate with the Local Authority in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To carry out the duties and responsibilities of the post in compliance with the schools Equal Opportunities Policy
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To report and advise the Senior Leadership Team on issues relating to safeguarding, attendance and parental engagement
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post, as required by the Executive Headteacher

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
A Levels or equivalent qualifications	Essential
Senior Designated Safeguarding Officer training or willingness to undertake this	Essential
First Aider qualification	Desirable
Experience	
Supervision experience	Desirable
Experience of working in primary or secondary school environment, or similar.	Desirable
Experience of working in a team, and of taking on a leading role in a team.	Essential
Evidence of continued educational development.	Essential
Knowledge and understanding	
Possess a sound knowledge of safeguarding requirements in relation to children, and to use this knowledge to undertake statutory audits	Essential
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Sound understanding of office equipment including photocopiers, printers etc.	Essential
Understand the assessment process for providing early help and intervention.	Essential
Have a working knowledge of how local authorities conduct a Child Protection case conference and be able to attend and contribute to these effectively.	Essential
Proven track record of building a safeguarding culture	Essential
Be alert to the specific needs of children in need and those with Special Educational Needs and Young Carers.	Essential
Be able to keep detailed, accurate, secure written records of concerns and referrals.	Essential
Have a thorough understanding of the PREVENT Duty and how to protect children at risk of radicalisation.	Essential
Be willing to attend relevant training in relation to the role.	Essential
Skills and abilities	
Possess a high standard of written and oral English	Essential
Ability to plan and deliver statutory safeguarding training to the required standard to all staff across the school	Essential
Ability to use Outlook, and a web browser to access information	Essential
Competent user of Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Confident, patient and tactful approach to staff enquiries and complaints	Essential
Ability to communicate effectively with staff, parents, students, parents and external agencies and to work as part of a team	Essential
Ability to keep detailed, accurate, secure written records of concerns and referrals and accurate files on student progress and development	Essential
Ability to provide written reports or presentations to relevant meetings, including ESLT, governors and external bodies such as Ofsted	Essential
Willingness to accept advice from school leaders.	Essential

Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Work-related personal qualities	
Ability to remain calm, relaxed and resilient under pressure	Essential
Ability to establish and develop positive relationships with all those involved in an organisation	Essential
Flexible and approachable	Essential
Other work-related requirements	
Commitment to undertake work-related training as required	Essential
Ability to work with parents, external agencies and the wider community	Essential
Ability to identify barriers to learning and understand how to address them	Essential
Ability to lead by example, setting high standards in dress, punctuality and conduct	Essential
This role has been identified as public facing in accordance with part 7 of the Immigration Act 2016 and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential