



ST. JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL

Diocese of Arundel & Brighton

Whitehawk Hill Road
Brighton BN2 0AH

Website: www.stjohn.brighton-hove.sch.uk

Headteacher: Tina Davidson MA

JOB DESCRIPTION JOB TITLE: Pupil Welfare and Attendance Officer Level D

WORKING HOURS: 30 hours per week / Term-time only

TERM OF CONTRACT: Permanent

LINE MANAGER: Headteacher

1. PURPOSE OF THE JOB

To coordinate and provide welfare support to pupils and their families by acting as the key contact for parents/carers with concerns around their child's welfare. The post holder will also be the school's 'Designated Person for Child Protection', assisting in the maintenance of the policy and procedures in relation to safeguarding.

ALL duties will be carried out with strict regard to CONFIDENTIALITY in school matters.

2. PRINCIPLE ACCOUNTABILITIES

2.1 Welfare and support of pupils

- To monitor children's lateness and absence and respond to any issues promptly in line with school procedures. Liaise closely with the school's administrative manager to produce reports on attendance and punctuality as may be required by school staff.
- To offer support and advice to parents/carers under the guidance of the Local Authority and Senior Leadership team.
- To create and deliver initiatives in order to promote good attendance and punctuality at the school. • To prepare, produce and present regular reports on attendance and safeguarding to the Head and Governors of the school.
- To work within a team of professionals, in a range of disciplines, to support pupils who have been identified as having a school attendance and/or behavioural issues.
- To manage drop-in sessions for parents to facilitate greater communication between school and home. This will include promoting the sessions and making records of issues discussed.

- To make recommendations for referrals to counselling and support services for children following discussions with parents and the school's learning mentor.
- To support the Inclusion Manager & Senior Leadership Team with work relating to Early Help Assessments and Team Around the Family (TAF) meetings by undertaking welfare checks, gathering core information, TAF meetings where appropriate and completing sections of assessments with support and supervision from the Senior Leadership Team.
- To maintain factual and accurate records on CPOMS following professional meetings, liaising closely with the Inclusion Manager & Senior Leadership Team to update the school's vulnerable pupil register (VPR) on a termly basis.

2.2 Designated person for safeguarding and child protection

- To be the school's Designated Person for Child Protection.
- To undertake the relevant training for a designated person for child protection and to maintain knowledge of local protection procedures. Keep up to date with guidance and advice in relation to safeguarding from the Brighton & Hove Safeguarding Children Partnership (BHSCP) and the DfE and ensure that school procedures are fully compliant with them.
- To ensure that all staff are aware of the school's child protection and safeguarding procedures and their responsibilities within them.
- To maintain a record of attendance at in-house child protection training and ensure that all members of staff have up to date training. Assist the Senior Leadership Team in running child protection and CPOMS training for new members of staff.
- To keep abreast of any changes in legislation and/or procedures and ensure that other staff are made aware as appropriate.
- To support the thorough, effective and robust procedures for recording, monitoring, referring and following up any child protection and/or safeguarding concerns. This includes forwarding relevant information to ongoing school placements as children leave St John the Baptist.
- To attend child protection conferences and core group meetings and to keep the Inclusion Manager and other senior staff appropriately briefed.
- To ensure that concerns are appropriately referred to Front Door for Families and other safeguarding agencies without delay and those referrals are recorded accurately and fully.

- To refer promptly, any concerns regarding adults both teaching and non-teaching and volunteers to the Headteacher or Deputy Headteacher in their absence. To refer concerns to the Local Authority Designated Officer (LADO) where appropriate.
- To support teachers in having initial discussions with parents where safeguarding of general welfare concerns exist.
- To ensure that school has a comprehensive, robust and appropriate child protection policy.
- To provide the Headteacher with all the information required to be able to report to governors and the Local Authority on safeguarding and child protection matters.
- To ensure that relevant staff are kept informed as necessary on any child protection information to ensure they can exercise their duty of care and protection effectively.

2.3 Supporting the smooth and efficient operation and running of the school

- To undertake a range of duties that will support the Senior Leadership Team in ensuring that the welfare of all children at St John the Baptist School is supported.
- Specifically, in liaison with and under the direction of the Headteacher, to: - Support and model effective record keeping and communication within the school - Undertake administrative and organisational duties as may be reasonably expected to reflect the changing needs and circumstances within the school - Maintain display information within the school which relates to child welfare or safeguarding

2.4 Supporting the school's policies and procedures

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate colleague.
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant school meetings as required.
- Participate in training and other learning activities and performance development as required.

- When necessary, accompany teaching staff and pupils on off-site visits, trips and out of school activities as required and take responsibility for a small group of children under the supervision and direction of the teacher or visit leader.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with the role and, in addition, as a term of employment, there may be a requirement to undertake other duties. Your duties will be as set out in the above job description but the school reserves the right to amend or update the job description from time to time, to reflect changes in the post. You will be consulted about any possible changes.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Job Related Education, Qualifications and Knowledge	<p>A vocational or equivalent qualification to at least NVQ standard</p> <ul style="list-style-type: none">• Full working knowledge of relevant policies/codes of practice/legislation linked to attendance, welfare and inclusion• In-depth working knowledge of child protection and safeguarding practices and procedures in schools and multi-agency working• Understanding of principles of child development and learning processes and in particular, barriers to learning and well-being• Understanding of the range of support services and external providers and how they can support children and families
Experience	<ul style="list-style-type: none">• Experience of working with primary-aged children and/or their families• Experience of working with pupils with additional needs – including emotional needs• Experience of working with children and families facing difficult or traumatic circumstances• Experience of keeping accurate records including use computer systems for recording
Skills/Abilities	<ul style="list-style-type: none">• Effective numeracy/literacy skills: high level of written and oral communication skills with a real attention for accuracy and detail• Ability to work with confidential, sensitive and challenging issues and organise workloads when under pressure of time and conflicting priorities, to demonstrate resilience• Ability to plan effective actions for pupils who are vulnerable• Ability to assimilate, analyse and action information from a variety of sources• Ability to self-evaluate your own learning needs and actively seek learning opportunities• Highly organised with the ability to work to and meet tight deadlines• Ability to relate and deal effectively with clients• Work constructively as part of a team, understanding different school roles and responsibilities and how your own work will interface with those• Ability to be discreet in your work and ensure that conversations remain confidential wherever possible
Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council and School's Equalities Policy



Telephone (01273) 607924

e-mail: admin@stjohn.brighton-hove.sch.uk