

**Job Description**

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| **Post Title** | **Salary** | **Reviewed** |
| **Safeguarding and Attendance Officer/**  **Designated Safeguarding Lead** | ***Grade 10*** | **November 2022** |

**Managed by:** Headteacher. Supervision carried out by Head of School Improvement.

**Job Purpose**

* To follow the school’s Safeguarding and Child Protection Policy and practices and to ensure that these fully meet the statutory safeguarding requirements set out in current legislation and Ofsted Inspection schedule.
* To manage an identified caseload of students who have safeguarding or child protection needs.
* To investigate concerns that are raised by members of staff, students, parents, or external agencies (and others) and risk assess to determine the next course of action, taking the lead in all follow-up activity.
* To contribute centrally to the development of an enhanced culture of safety across the Trust, with students feeling safe and adopting safe practices.
* To communicate effectively with other staff within the schools when necessary, to ensure that children and young people are well cared for and appropriate information is shared in a timely manner with staff, where appropriate and external agencies.
* To support and deliver effective safeguarding training programmes targeted at different groups of staff appropriate to their roles, in liaison with the Head of School Improvement.

**Key Job Outcomes**

**Working with Students**

* To respond appropriately to disclosures of concerns which relate to the health, safety, and wellbeing of a child.
* To identify those students and families for whom support is needed, to provide this or to liaise with other professionals, both internally and externally to secure such support.
* To provide guidance to students in the school who may be experiencing problems at school or at home. To refer to existing counselling and support services where appropriate using the agreed school procedures.
* To provide a safe space and opportunities for students to self-refer if they are concerned about their own wellbeing, alongside other support staff in school.
* To liaise with and make referrals to external social care agencies when appropriate (our SENDCos take the lead in medical based referrals e.g., paediatrician’s, CAMHS & tutors with charities).
* To lead on attendance matters & where necessary liaise with the appropriate external agencies if there are on-going social care involvement / child protection concerns. Issue and monitor the attendance of students where there is concern including issuing letters linked to improving schools' attendance and celebrating improved attendance. To hold meetings with parents that explore the barriers to good attendance.
* To ensure that our small cohorts of girls are heard and supported within the structures of the schools, so as not to feel at risk in the school context and to develop protective skills to reduce vulnerability inside & outside the school context.
* To encourage a culture of listening to Young People and taking account of their wishes and feelings on any measure the school might have taken to protect them.
* To support the care of children where their living arrangements are at risk of breakdown.
* To use data to help plan which topics are taught to pupils, based on their protected characteristics. E.G. young girls with SEN and the risk of exploitation.
* To track and monitor the academic progress of students with protected characteristics.

# Working with Systems

* To work, in collaboration with the Head of School Improvement & Head Teachers, in the facilitation and development of safeguarding and child protection policies, training, procedures and guidance for schools.
* To receive and coordinate referrals, arranging actions and reviewing services for children and families.
* To maintain accurate, confidential, and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.
* To seek information from previous schools if students transfer into one of our schools and to share relevant information related to new students with relevant staff.
* Work with the Head of School Improvement to ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children. Together monitoring and reviewing the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.
* Support the Head Teachers in their liaison with the Safeguarding and Attendance Governor.
* Ensure Arbor contains up to date information on students who are ‘At Risk’, are Looked After Children and children and families with known Social Care involvement.
* To maintain records of interventions and meetings (using CPOMS and Arbor) and communicate these effectively and efficiently with relevant parties.

# Working with Staff

* To act as a source of support, advice, and expertise to staff on matters of safety and safeguarding and when deciding whether or not to make a referral by liaising with relevant agencies.
* To contribute to service development, including responsibility of the delivery of new staff induction package and arrangements for all staff training.
* To communicate with staff across the school to monitor the welfare of young people who are known to have Child Protection concerns or those who may be at risk.
* To direct staff on specific actions as required and to monitor the implementation of such direction.
* To work with the Head of School Improvement to contribute to the development of effective administrative systems to ensure that all referrals are systematically logged and tracked so that from the point of referral to closure of a case there exists clear records of all actions and communications made by the school.
* To ensure that all referrals are monitored so that intervention and actions take place in a timely manner.
* To ensure that logs of referrals exist to provide data reports indicating trends in CP issues and referrals where they exist.

# Working with Families and External Agencies

* To liaise with outside agencies regarding individual students and develop effective interagency communication networks and systems
* Work closely with Social Workers and family support workers, along with developing links with and promoting resources within the community as part of agreed plans for children.
* Plan and complete professional assessments of need and risk in respect of parents and carers using the Signs of Safety process, or others as directed.
* Take responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the setting.
* To work directly with children in need and their families in order to promote, strengthen and develop the potential of parents/carers and their children in order to promote contextual well-being and safety.
* Determine with the Head Teachers who should attend and participate in Child Protection Conferences and planning and review meetings whilst working closely with colleagues in Children’s Services as required, some of which may take place out of normal working hours.

# Professional Responsibilities and Expectations

* To maintain confidentiality at all times, other than when safeguarding concerns override this.
* To liaise with the Head Teacher and Deputy Headteacher with overall responsibility for Safeguarding to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
* To undertake appropriate Child Protection Training every two years (or whatever current legislation states is the minimum requirement), in order to:
  + - Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
    - Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
    - Ensure each member of staff has access to and understands the school’s Child Protection Policy and Procedures, especially new and part time staff.
* To undertake any other CPD relevant to the post with particular reference to the local Children’s Safeguarding Board’s annual priorities for Child Protection and Safeguarding.
* To ensure that North Star Trust is always presented positively within and beyond the school.
* To promote good practice by encouraging and championing policies and procedures.
* To participate in the school’s performance management procedures.

# Attendance

# Implementation and Promoting the Federation Attendance Strategy

* To improve attendance and punctuality across the school by managing and monitoring strategies to enable students to overcome individual barriers to learning, by identifying the problems and creating solutions and providing a support service for designated students.
* Monitor and analyse attendance data daily to identify areas of concern and act accordingly to improve the figures including all processes associated with attendance.
* Where required, support the EWS including possible court proceedings
* Implement and develop re-integration strategies to support a student returning to school, in order to resolve any difficulties and reduce the likelihood of further absence.
* Promote and support high levels of attendance through the full implementation of the Federation’s Attendance Policy.
* Update CPOMS with any matters related to child protection / concerns as required.
* To have an effective working relationship with key partner agencies (e.g. police, housing, health, adult and children’s social care, schools);
* To contribute to students’ reports.
* Perform welfare checks on non-attenders or pupils at ALP or direct staff to do so.

# Data Protection

* Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

**Developing North Star Academy Trust**

* Contribute to achieving the vision and aims of the Trust.
* Contribute to the development of the Trust as an outstanding provider of SEMH provision.
* Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
* Contribute fully to the improvement of pupils’ attitudes to learning and behaviour across the Trust.
* To lead cross trust initiatives

**General Accountabilities**

* So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust’s Health and Safety Policy and codes of practice.
* Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
* Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
* Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
* Carry out any other duties as requested which are commensurate with the grade of the post.