

THE
TURING
SCHOOL

**Attendance and Safeguarding Assistant
INFORMATION**



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Dear Applicant,

I am delighted that you are interested in becoming part of the team at The Turing School. The Turing School is a proudly comprehensive and fully inclusive school of approximately 540 students. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

At The Turing School we are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development. At The Turing School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised.

We promote self confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Our modern, well equipped building has excellent facilities offering an inspiring modern learning environment, with well resourced classroom spaces. The Turing School is part of a multi-academy trust focused on school improvement, collaboration and continuous learning.

The Turing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Kind regards



Sarah Doyle
Head of School



Liza Leung
Executive Headteacher

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

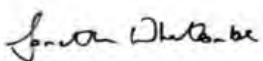
Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared

values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Attendance and Safeguarding Assistant

Salary: SAT 7

Responsible to: Headteacher

Purpose of the Job:

To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with individual pupils and their families to improve attendance.

To be the primary deputy safeguarding lead, supporting the designated safeguarding lead responsible for children protection across the school. To take part in strategy discussions and inter-agency meetings, contribute to the assessment of children and liaise with relevant agencies such as the local authority, children's services and police.

Key duties and responsibilities (attendance related):

- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record student absences and late arrivals on BromCom, maintaining accurate attendance records.
- To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
- To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / texting.
- To work with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Head and other staff as appropriate.
- To monitor the attendance of pupils referring concerns to the Head / senior leader responsible for attendance.
- To support the senior leader responsible for attendance / Headteacher at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed.
- To promote incentives for improving attendance within the school – including attendance certificates and prizes.
- To process and action pupil holiday requests.
- To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
- To assist the senior leader responsible for attendance / Head with the administration of referrals to the local authority attendance service / issuing of penalty notices.

JOB DESCRIPTION



- To undertake routine liaison with external agencies regarding attendance.
- To collate attendance data producing routine termly analysis reports and prepare statistical returns regarding attendance.
- To liaise and work closely alongside the Family Support Worker about attendance concerns.

Key duties and responsibilities (safeguarding related):

- To refer cases of suspected abuse and neglect to the local authority children's social care.
- Support staff who make referrals to the local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to the child.
- Refer cases to the police where a crime may have been committed.
- Act as a point of contact with safeguarding partners.
- Inform the Lead DSL and Head of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs) on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Work with the Head, lead DSL and relevant strategic leads to take responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced.
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.
 - Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort.



JOB DESCRIPTION



- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential.

- Ensure child protection files are kept up to date.
- Keep information confidential and store it securely.
- Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in year transfers):
- Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE, ensuring secure transit and confirmation of receipt obtained.
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place
- Ensure that an annual Safeguarding action plan is complete
- Ensure each member of staff has access to, and understands, the school's Child Protection and Safeguarding policy and procedures, especially new and part-time staff
- Work with SAT Safeguarding Leadership Group to ensure the Child Protection and Safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the Child Protection and Safeguarding policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing
- Ensure all identified policies associated with safeguarding are reviewed.
- Ensure online training for staff is complete.
- Completion of Trust recommended or local authority Safeguarding Audit Tool.

JOB DESCRIPTION



Training

- Undergo training, at least every 2 years, to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- Have a 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.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations.
- Undertake Prevent awareness training
- Undertake FGM training
- Refresh knowledge and skills at regular intervals and at least annually
- Attendance at DSL network meetings.
- Personal CPD undertaken
- Quality assure the standard of information recorded on welfare, safeguarding and child protection matters

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals.
- To liaise and work closely alongside the Head, DSL and Family Support Worker about safeguarding concerns.

JOB DESCRIPTION



Other areas of responsibility

- Must recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online;

In additional all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the head any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.



PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	<ul style="list-style-type: none"> NVQ Level 3/4. Good general education, including at least 2 A Levels. Clean current driving licence and access to a vehicle. Qualification related to working with children and young people. First Aid training. 	E E D D D
Experience	<ul style="list-style-type: none"> Demonstrable evidence of building relationships with children and their parents, particularly the most vulnerable. Experience of handling large amounts of sensitive data and upholding the principles of confidentiality. Experience of working in an educational environment. Experience of managing safeguarding in a school or other relevant organisation, including: <ol style="list-style-type: none"> Building relationships with children and their parents, particularly the most vulnerable. Working and communicating effectively with relevant agencies. Implementing and encouraging good safeguarding practice throughout a large team of people. 	E E D D
Skills and Abilities	<ul style="list-style-type: none"> Understanding of confidentiality. Good IT skills. Adaptable, pro-active, self-starter and ability to manage a large variety of situations. An effective communicator with excellent interpersonal, persuasion and negotiation skills. Able to identify work priorities and manage own workload within agreed parameters. Able to maintain accurate work records. Ability to work with a range of people with the aim of ensuring the safety and welfare of children. Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns. Demonstrable knowledge of attendance regulations. 	E E E E E E E E D
Knowledge	<ul style="list-style-type: none"> Knowledge of administration procedures. Knowledge of Child Protection / Safeguarding Procedures. An understanding of issues that may affect a student's ability to attend school. Knowledge of using CPOMs or My Concern. 	E E D D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Miss Gemma Sorrell-Fleet
The Turing School
Larkspur Drive,
Eastbourne
East Sussex
BN23 8EJ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732