

TRUST SAFEGUARDING & ATTENDANCE LEAD

Scale Points: NJC SCP 28 -31 (Full-time equivalent salary: £39152 - £41771 – pay award pending)

Start date: As soon as possible

Working Pattern: 32.5 hours per week / Term Time Only + 5 days

Enhance Academy Trust is seeking to appoint a **Trust Safeguarding & Attendance Lead** to join our established team, supporting our primary academies across Barnsley, Kirklees, and Wakefield. We are a successful and growing Church of England Multi-Academy Trust, currently comprising 17 primary academies and a Post-16 Creative and Performing Arts free school.

This is a unique opportunity to shape and establish a newly created strategic Trust leadership role. You will have the opportunity to influence Trust strategy, build professional networks and develop sector-leading practice across our academies, making a lasting difference to children, young people and school leaders across Enhance.

As Trust Safeguarding & Attendance Lead, you will oversee the Trust's safeguarding functions, ensuring they are robust, effective and compliant with statutory safeguarding and child protection requirements. Working closely with Designated Safeguarding Leads, Headteachers, SENCOs and external agencies, you will help ensure that children who are at risk receive timely, high-quality and well-coordinated support. You will also play a key role in establishing a strong culture of attendance across all schools within the Trust. The role will involve both supporting and constructively challenging schools to develop and implement effective processes that address and overcome barriers to attendance faced by pupils and their families.

This is a highly visible and influential role, requiring someone who can combine specialist safeguarding knowledge with strong professional judgement, constructive challenge and the ability to build trusted relationships across the Trust and with local safeguarding partners.

This role will involve a blend of operational and strategic responsibilities. The postholder will work directly with school staff to improve attendance and promote strong safeguarding practice, while also leading on strategic initiatives and engaging in high-level discussions and coordinated actions with external agencies.

If you feel you have the experience, skills, and qualities to be successful in this role, we would be delighted to hear from you.

Closing Date: Friday 18th September

TRUST SAFEGUARDING & ATTENDANCE LEAD	Role reports to: Deputy CEO
GRADE OF POST:	
PURPOSE OF THE ROLE: To oversee the Trust's safeguarding and attendance functions ensuring they are fit for purpose and compliant with safeguarding and child protection legislation. You will be responsible for ensuring that there is effective safeguarding provision across the Trust and will work closely with the Designated Safeguarding Leads, SENCOs and Attendance Officers to facilitate access to the best provision to ensure children are safe and attend well. You will ensure systems are robust so that children who are at risk receive timely, high quality, co-ordinated support that meets their needs and reduces risk.	
Job Description - Accountabilities:	
KEY TASKS	
STRATEGIC SAFEGUARDING LEADERSHIP	
- Lead safeguarding provision across the Trust, ensuring support meets the identified needs of children and families, including regular feedback and updates to the Trust's Executive Team on safeguarding and child protection matters. - Ensure academies comply with statutory safeguarding and child protection obligations, are held to account for effective practice, and that child protection policies and procedures are understood and implemented correctly by staff across the Trust. - Maintain a sound understanding of education, safeguarding and child protection legislation, including Keeping Children Safe in Education. - Provide specialist knowledge, skills and judgement to support child-centered decision making. - Lead annual safeguarding reviews and due diligence checks across the Trust, providing constructive feedback to Headteachers and Safeguarding Leads.	
ATTENDANCE	
- Support on all statutory functions in relation to prosecutions for non-attendance, Attendance Order Proceedings for children missing education (CME) and Fixed Penalty Notices (FPNs) - Support and or produce, analyse, and report attendance data across the Trust. - Keep abreast of changes in legislation and relevant DfE guidance. - Develop and monitor policy and planning in relation to attendance, including the Trust's long-term objectives and common minimum standards. - Support schools in developing positive relationships with parents, carers and pupils to help ensure any plans in place are tailored to individual needs and encourage a holistic approach where necessary. - At the earliest opportunity, support schools to identify and intervene in patterns of persistent absence so that these do not become established. - Support with targeted support for identified pupils by forging relationships with parents, carers or guardians. - Work with the families of severely absent pupils to support pupils' return to full-time education. - Assess problems and identify solutions by working closely with pupils, parents and carers. - Improve links and build relationships with families to best support the pupil.	
PARTNERSHIP WORKING AND MULTI-AGENCY ENGAGEMENT	
- Build effective professional relationships with Local Authorities, Children's Services and other external agencies to promote children's educational rights and secure positive outcomes. - Represent the Trust and support academies at multi-agency meetings concerning individual children, completing reports and relevant paperwork in line with procedures. - Maintain a good knowledge of local inter-agency arrangements led by the three safeguarding partners and act as the Trust's main point of contact with them. - Develop and maintain relationships with external support agencies, liaising with stakeholders and supporting academies with referrals where appropriate.	

- Understand and promote appropriate information sharing with relevant staff and external agencies.

DATA PROTECTION AND SAFEGUARDING

- Work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- Ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and pupils.

HEALTH AND SAFETY

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

	Essential	Desirable
QUALIFICATIONS	• Ability to show appropriate training relevant for this post. • 5 A*-C at GCSE or equivalent • Designated Safeguarding Lead Trained. • Advanced safeguarding and child protection training. • Relevant professional technical qualification or degree level qualification.	• Microsoft Office intermediate training.
SKILLS AND ABILITIES	• Previous experience of being a Designated Safeguarding Lead • Previous experience of working with external agencies – including social care, police and local authorities • Experience of managing complex safeguarding and child protection cases • Ability to assess needs of the family to enable pupils to access education and the correct support is offered. • Knowledge of safeguarding procedures in schools. • Ability to engage with parents at an appropriate level in order for them to build a positive relationship with both post holder and agencies. • Ability to deal with difficult situations in a calm and professional manner. • Ability to compile detailed, accurate and constructive reports to a variety of recipients at different levels of authority. • Ability to interpret complex legislation in the area of safeguarding and pupil's welfare. • Ability to prioritise workload to the benefit of the child and work flexibly around the child and the family. • Excellent communication skills with all stakeholders. • Ability to deal with emotional situations in a calm and professional manner. • Have proven organisational, time management and problem-solving skills. • Ability to relate well to children and adults. • Analyse data, identifying historical trends.	• Working knowledge of Arbor database.

KNOWLEDGE & EXPERIENCE	• Experience of working in the area of safeguarding, attendance and educational welfare. • Knowledge of statutory functions in relation to non-attendance for CME and FPNs • Experience of working with families with complex needs. • Expert knowledge of support agencies and the roles they play to support children and families. • Working knowledge of all legislation in relation to pupils' attendance and welfare. • Knowledge of local authority procedures regarding team around the school and common assessment procedures.	• Experience of preparing documents for court around the prosecution of parents
-----------------------------------	--	---