**Deputy Designated Safeguarding Lead and Attendance Lead**

**JOB DESCRIPTION**

**Role Purpose:**

The purpose of this role is to provide a specialist service to the Academy to ensure attendance strategies are effectively implemented and all our students are safe.

**Key Accountabilities:**

Reporting to the Designated Safeguarding Lead (DSL), this post holder will be accountable for

Contributing to raising achievement by improving pupils’ attendance and punctuality

* Lead and manage attendance strategies and supporting procedures throughout the Academy
* Lead first day absence management systems and processes
* Use data to provide regular and ad hoc detailed reports and information for Academy attendance monitoring
* Establish reasons for non-attendance, make assessments and agree plans to facilitate a return to school using appropriate strategies within specified timescales
* Conduct formal meetings with parents/carers in response to individual attendance and punctuality issues and ensure follow up actions are implemented and monitored.
* Carry out home visits (or other relevant locations) to identify reasons impacting adversely on pupil attendance and punctuality
* Develop good working relationships with outside agencies and stakeholders and attend case review meetings as appropriate
* Make referrals to outside agencies as appropriate ensuring all relevant documentation is completed, accurate and provided in a timely manner
* Monitor internal registration systems
* Liaise with teaching and pastoral staff regarding pupils who have started to develop a pattern of absence, agree follow up actions and ensure they are implemented.

Leading on the development, implementation and maintenance of attendance related systems and policies

* Ensure monitoring systems such as SIMS are up to date with accurate and complete information and remain fit for purpose
* Provide accurate and timely regular analysis and evaluation of data to SLT, DSL and other relevant colleagues on attendance and punctuality issues, intervention and outcomes.
* Responsible for completion and submission of statutory returns, complex forms, etc
* Ensure meeting and case notes are up to date, accurate and complete

Promoting a positive attitude towards attendance and punctuality

* Challenge and motivate pupils to make positive choices about their learning/behaviour/attendance needs
* Offer individual and small group focused work to raise attendance and improve punctuality
* Ensure parents/carers are aware of their statutory responsibilities by providing information and advice
* Support the Academy strategic attendance plan and targets with colleagues through regular liaison, providing information and supporting CPD on attendance policies, procedures and relevant issues.
* Recognise good attendance using the Academy’s reward system

Safe Culture

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with E-ACT’s policy relating to the promotion of Equality, Diversity and Inclusivity
* Engaged with a case load with regards to Child Protection, Child in Need and Early Help
* update and review child protection caseloads on a weekly basis and report to the Designated Safeguarding Lead
* liaise statutory agencies (Social Care or Police) during and following formal disclosures /investigations
* plan and confirm attendance to conferences, core groups and team around the family meetings amongst designated safeguarding staff
* attend all Core Group and Case Conferences within allocated caseloads and ensure all other meetings are attended by those allocated cases
* provide all the relevant reports for conferences and core groups for allocated caseloads and ensure all reports are completed by other pastoral members
* send all reports along with apologies to the Chairperson if unable to attend meeting and ensure all reports/apologies are completed by other pastoral members
* support with the review and monitoring of all Multi Agency Referral Forms before submission to the relevant social care organisation.
* complete Multi Agency Referral Forms and submit to the relevant social care organisation
* liaise and work closely with the Academy pastoral team in order to effectively monitor and support students’ needs
* liaise with external agencies in order to provide students and staff with the opportunity of training on specific, and local, safeguarding issues identified
* meet and communicate regularly with the Designated Safeguarding Lead
* liaise with the designated Senior Leadership Team members responsible for attendance, behaviour and alternative provision at the academy
* liaise with Headteacher and Deputy Headteacher to inform of any issues and on-going investigations
* to work with the Inclusion Lead (SENDCo) and Pastoral teams to support vulnerable students in the running of social groups/mentoring students
* support the Designated Safeguarding Lead in the relevant training for staff and to keep staff informed of new developments and procedures regarding Safeguarding and Child Protection and provide staff training and Inset as required to selected groups of staff
* provide advice and support to staff in relation to safeguarding and attendance
* complete and provide data requested for safeguarding, including monthly data inputs and any relevant information required for GRDs and/or ELT visits
* support the Designated Safeguarding Lead with preparations for audits and inspections
* lead and manage the student office in order to maintain high standards and expectations
* monitor, track and report on attendance of students in order to contact, follow cases and maintain organised case files and attendance files
* meet with parents/carers, and arrange attendance meetings in order to resolve low attendance issues for vulnerable students
* ensure student off rolling processes are followed in line with E-ACT policy
* ensure child missing in education (CME) processes are followed in line with E-ACT and Brent CC policy, including monitoring and recording processes
* conduct home visits where necessary and in line with E-ACT policy
* establish and maintain required policy, systems and structures to ensure an efficient and professional service to families, receiving and acting upon all and reported concerns immediately
* ensure the policy is implemented and promote the best safeguarding practice to all stakeholders
* ensure CPOMs is used effectively by all staff who have access to read and add incidents
* to keep detailed records securely and ensure relevant information is disseminated to key adults (CPOMs, meetings)
* ensure all action points are followed up and those concerned are held accountable, in liaison with the Designated Safeguarding Lead
* liaise with all relevant professionals and parents/carers to keep up to date with all relevant paperwork
* keep an up-to-date knowledge and understanding of safeguarding, child protection and attendance
* attend appropriate refresher training for Safeguarding & protecting young people renewable after three years and in line with guidance
* attend the workshop for 'Safeguarding & protecting young people', renewable every 2 years
* understand the NGB Child protection procedures, rules and regulations
* ensure that when on leave or absent from work for any significant period, the role is suitable covered by another member of staff
* to carry out any administration work as required for both safeguarding and attendance

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

**PERSON SPECIFICATION**

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

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| **Thinking Big** | * Show energy, enthusiasm and passion for what you do
* Demand the highest quality in all that you do, and in the work of your team
* Willing to champion new ideas and think beyond the status quo
* Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better
* Be open to new ideas and change where it will have a positive impact on the organisation
* Show a willingness to embrace different ideas and ways of thinking to improve E-ACT
* Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work
* Commitment to self-development, and developing your wider Team
* Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
* Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence
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| **Doing the Right Thing** | * Have integrity and honesty in all that you do
* Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work
* Take responsibility and ownership for your area of work
* Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils
* Be transparent and open
* Be resilient and trustworthy
* Stand firm and stay true to our mission
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| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual
* Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission
* Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level
* Recognise and celebrate the success and achievements, no matter how small, of your colleagues
* Be generous with sharing your knowledge to help to develop others
* Understand and be willing to receive suggestions and input on your area of work from others
* Support your colleagues, even when this means staying a little later, or re-prioritising some of your work
* Be aware of other peoples’ needs and show an ability to offer genuine support
* Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams
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**KNOWLEDGE, EXPERIENCE & SKILLS**

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| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

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|  |  | **E** | **D** | **A** | **I** | **P** |
| **Organisational Fit** | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| **Knowledge** | GCSE Maths and English minimum grade 4 or equivalent | X |  | X | X |  |
| Degree in relevant subject |  | X | X | X |  |
| Relevant safeguarding qualification and/or training | X |  | X | X | X |
| Knowledge of attendance improvement strategies | X |  | X | X | X |
| Knowledge of statutory responsibilities relating to school attendance including parental responsibilities | X |  | X | X | X |
| Knowledge of the issues related to working with children who reside in areas of high socio-economic deprivation | X |  | X | X | X |
| **Experience** | Experience of leading attendance management in a school environment  | X |  | X | X | X |
| Experience of working with external agencies | X |  | X | X | X |
| Experience of using data to identify issues and produce reports | X |  | X | X | X |
| Experience of dealing with sensitive and confidential student information | X |  | X | X | X |
| Experience of preparing documentation for external agencies and statutory returns | X |  | X | X | X |
| Experience of leading and managing staff (where applicable) |  | X | X | X | X |
| **Skills** | Ability to work effectively within a team environment | X |  | X | X | X |
| Ability to build and maintain effective working relationships with pupils and parents/carers | X |  | X | X | X |
| Ability to build and maintain effective working relationships with internal colleagues and external agencies | X |  | X | X | X |
| Ability to communicate effectively with a wide range of stakeholders using a variety of media | X |  | X | X | X |
| Ability to hold difficult conversations confidently and effectively | X |  | X | X | X |
| Ability to produce reports in appropriate formats | X |  | X | X | X |
| Ability to analyse and evaluate data to identify trends and issues | X |  | X | X | X |
| Ability to prioritise workload effectively to meet deadlines and work under pressure | X |  | X | X | X |
| Ability to use ICT and other specialist equipment | X |  | X | X | X |
| Ability to use software, spreadsheets, databases and other packages effectively | X |  | X | X | X |