

Attendance and Safeguarding Officer – Stranton Primary School - Band 11

Work in conjunction with the senior school leaders to support and work with children and their families, including those which are vulnerable. This specifically includes attendance, safeguarding, supporting the social and emotional needs of pupils, and building engagement with families within the school community.

Under the guidance and direction of teaching staff and/or senior colleagues;

Attendance

- Follow up lack of response to first day contact and other contacts by undertaking home visits or meeting parents/carers in school and offering the appropriate family support.
- Analyse information and data to identify and work with pupils who have poor attendance and implement strategies with the family to overcome any highlighted barriers.
- Prepare reports on attendance for the senior leadership team and governing body
- Ensure the maintenance of accurate and factual records.
- Actively follow and refer missing children where appropriate and refer to School Attendance Officer
- Support the identification of alternative provision for pupils with persistent absence

Working with Parents

- Work with the PSA to plan and support the delivery of parenting programmes
- Work with external agencies to follow up missed appointments
- Support, challenge, motivate and provide information or training to parents/carers to increase their capacity for parenting.
- Work in partnership with external agencies to signpost support and make referrals where appropriate
- Develop initiatives and campaigns focussed on parental responsibility measures and school attendance.
- Develop and deliver a programme of family-related activities to meet the needs of the school community.

Working with Children

- Identify vulnerable children who would benefit from a range of support which may include mental health.
- Delivery of specific programmes to individuals or groups of children - may be delivered with the PSA.
- Be a mentor to identified children and check regularly on their emotional well being
- Effective liaison with teachers is essential in the above to ensure all staff are working to the same goals

Transition

- Develop links with pupils and their families who are transferring into the school to promote the school ethos.
- Play a key role in the transition of vulnerable pupils moving into Secondary Education

Safeguarding

- Designated lead for safeguarding
- Manage identified school caseloads and maintain casework documentation
- Liaise with teachers to gather appropriate information for appropriate dissemination at meetings.
- Attend all FSW, CIN and CP meetings
- Working within Academy frameworks, contribute to the creation of strategies and action plans for vulnerable pupils and their families.
- Key link for Operation Encompass
- Make SAFER referrals for Early Help and into duty team
- Within defined frameworks make independent decisions regarding the situations and circumstances concerning pupils and their families exercising discretion in doing so referring only the most serious of circumstances up to senior Academy teaching staff for decisions/guidance.
- Ensure that school policies and procedures are current and compliant where the external landscape changes in the specialist area, such as through government guidance, legislation, statutory criteria and provide detailed advice and proposals to senior school leaders enabling the requisite changes to be made.

General

- Raise the profile of the school in the community
- Advise on effective support for vulnerable pupils to school staff and families and disseminate good practice.
- Allocate work to others and to provide guidance and expertise to the wider school community in the specialist area worked in.
- Develop and deliver training to Academy employees and mentor and develop junior employees.
- Attend regular Inclusion Team meetings within the school and the trust. This will also provide support to the team.
- Provide advice and guidance to senior colleagues in respect of latest developments in policy and practice.
- Maintain a detailed knowledge of pertinent school policy and procedure in the specialist area.
- On occasion, escort children to and from school and alternate provision
- Ensure the maintenance of accurate and factual records.
- Undertake typing, letter writing, word-processing and other IT based tasks
- Operate office equipment e.g. photocopier, computer
- Undertake routine administration.
- Be prepared to undertake mini bus training in order to drive the school mini bus for 15 passengers.

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect the changing needs of the school which are commensurate with the salary and job title.