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JOB DESCRIPTION

Post Title:	**Trust Safeguarding and Attendance Manager**
Academy	**LST Central Office with regular visits to all academies.**
Reporting to:	**Strategic Director of Operations/ Director of Education**
Salary/Pay Range:	**NJC Scale PO4- SCP35-38 (£47,655 - £50,908 per annum)**
Hours of Work:	**37 hours per week, all year round**
	Term time only 'plus' arrangements would be considered

Job purpose

To provide trust-wide leadership, coordination and quality assurance for safeguarding and attendance across all academies within Laidlaw Schools Trust, ensuring that statutory requirements are met and that children, particularly those who are vulnerable, disadvantaged or at risk, are safe, supported and able to access education. The postholder will work collaboratively with Headteachers, Designated Safeguarding Leads, attendance teams and external agencies to strengthen safeguarding practice, improve attendance outcomes, monitor compliance, and drive continuous improvement, enabling all schools to deliver the highest standards of care, protection and support for pupils.

Main duties and responsibilities

- Lead the development, implementation and review of the Trust's safeguarding strategy, policies and procedures, ensuring compliance with statutory guidance, including Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and associated legislation.
- Fulfil the role of Trust Designated Safeguarding Lead (DSL), providing strategic leadership and operational oversight of safeguarding practice across all academies.
- Coordinate and lead the Trust DSL Network, ensuring consistency of safeguarding practice, development and compliance across all settings.
- Provide expert advice, guidance and professional challenge to Headteachers, DSLs and senior leaders on complex safeguarding matters.
- Act as the escalation point for significant safeguarding concerns and complex cases across the Trust.

Safeguarding Quality Assurance and Compliance

- Lead the Trust's safeguarding quality assurance framework, undertaking regular audits and reviews to ensure robust safeguarding practice across all academies.
- Monitor and quality assure safeguarding recording systems, including CPOMS, ensuring appropriate actions, oversight and timely intervention.
- In partnership with the People Team, oversee compliance audits of Single Central Records and safer recruitment procedures.
- Coordinate external safeguarding reviews and inspections, monitoring progress against recommendations and driving continuous improvement.
- Quality assure school safeguarding arrangements for alternative provision placements and other off-site educational settings.

Attendance and Vulnerable Pupil Oversight

- Provide Trust-wide leadership and assurance regarding attendance, with particular focus on severe absence, persistent absence and vulnerable groups.
- Monitor attendance trends and safeguarding risk factors, ensuring effective intervention plans are in place and that pupils remain visible, safe and engaged in education.
- Work closely with academy attendance teams to ensure consistency of practice, effective escalation and compliance with statutory expectations.
- Oversee safeguarding arrangements for pupils who are suspended, absent for extended periods, educated off-site or otherwise vulnerable to becoming missing from education.

Inclusion, Exclusions and Vulnerable Learners

- Provide professional advice and objective challenge to Headteachers in relation to permanent exclusion decisions, ensuring decisions are lawful, evidence-based, proportionate and in the best interests of children.
- Monitor exclusion patterns and safeguarding implications across the Trust, identifying emerging risks, trends and areas for intervention.
- Ensure effective safeguarding oversight for vulnerable groups, including SEND pupils, children in need, children subject to child protection plans and children missing education.

Multi-Agency Working

- Quality assure the effectiveness of academy engagement with external agencies including Children's Social Care, Early Help, Health Services and other safeguarding partners.
- Promote effective information sharing and transition arrangements for children joining academies, moving schools or experiencing significant changes of circumstance.
- Represent the Trust at strategic safeguarding and attendance forums where required.

Other duties

- Carry out any other duties in accordance with the expectations of a Trust Safeguarding and Attendance Manager at the reasonable request of your line manager.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.