

**Job Description:**

**JOB TITLE:** Safeguarding Officer for Attendance

**LOCATION:** St Martins School, Brentwood

**REPORTS TO:** DSL & DDSL

**SCALE:** Scale 6

**Line Management** Safeguarding and Wellbeing Manager

**JOB PURPOSE**

To undertake the following responsibilities in consultation and collaboration with the DSL & DDSL.

**KEY CORPORATE ACCOUNTABILITIES**

- To uphold a commitment to the Trust's Vision and Values.
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.

**PRINCIPAL ACCOUNTABILITIES**

- Ensure the school has a culture of safeguarding and is making effective arrangements to:
  - Always act in the best interest of pupils to protect them online and offline
  - Support the DDSL/ SEAL Co-ordinator to identify pupils who may need early help using internal systems and external agency referrals
- Support the DDSL and DKS's in duties such as; -Educational Welfare, safeguarding, counselling and relevant support agency referrals
- Support the DSL and DDSL in staff training with respect to safeguarding
- Ensure effective systems are embedded to refer, track and evaluate the safeguarding and wellbeing of the pupils for example, CPOMS and reporting tools

- Support the SEAL Co-ordinator in preventative initiatives for pupil wellbeing such as relevant drop-down days for areas of need within our community and which contributes to our PSE curriculum.
- Support the SEAL Co-ordinator in preventative strategies such as 'Risk Avert' and mentoring programmes for pupil wellbeing
- Attend LABS meetings to promote good school attendance and ensure appropriate support where necessary for all Year groups, including welfare checks and home visits.
- Ensure that duties are carried out in accordance with the school's equal opportunities policy and all other policies designed to protect staff and pupils from discrimination and harassment.
- To support the DSL and DDSL. This includes being part of the safeguarding team liaising with parents/cares and pupils and outside agencies regarding all matters relating to safeguarding.
- Manage the Pastoral/ Safeguarding HUB on a daily basis
- To assist the support of vulnerable groups such as LAC pupils, pupils working with external agencies, pupils not attending school and those pupils identified as vulnerable.
- To collaborate with the relevant teams and senior leaders; AHT, DHT, Subject Leaders, SENDCO team, pastoral staff
- To track/monitor and provide data related to safeguarding.
- Ensure all legal and statutory requirements regarding safeguarding are followed and best practice is highlighted within the Trust.
- Support the safeguarding team by managing effective and efficient systems, processes and procedures for child protection and pupil wellbeing
- Liaise with Support Services in order to enable appropriate learning opportunities to be provided for pupils, particularly whilst in the Pastoral HUB.
- Provide written reports and information as required for school and external services.
- Undertake any other tasks reasonably required by the DSL or DDSL