



**JOB DESCRIPTION**

**Post Title:** Attendance Lead (Supporting Safeguarding)

**Reporting to:** Headteacher

**PURPOSE OF ROLE**

Lead whole school attendance and welfare, while managing a case load of complex cases involving EBSNA, safeguarding concerns and disrupted education histories. Working closely with children, families, staff and external agencies, to help remove barriers to attendance and ensure children feel safe, supported and able to re-engage with learning.

Close involvement in the school's safeguarding practice and deputising for the Designated Safeguarding Lead. Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty.

**MAIN DUTIES AND RESPONSIBILITIES**

**General – Attendance**

Be responsible for the administration of all attendance matters including:

- Daily updating and monitoring of pupil attendance and lateness records ensuring accuracy and compliance with legal requirements
- Investigating and following up on student absences, including contacting parent/carers
- Checking on late pupils
- Ensuring all unexplained absences are accounted for
- Liaise with the Safeguarding Lead/DSL/Inclusion Team regarding any absence concerns
- Report any Children Missing Out in Education and follow due processes
- Checking the accuracy and correct coding of registers
- Provide regular attendance reports to senior leadership and other relevant staff
- Identifying individual and/or groups of pupils that require additional support to improve their levels of attendance and punctuality
- Supporting pupils and families in overcoming barriers to good attendance
- Liaising with external agencies e.g. local authorities and social services where necessary
- Implementing and managing interventions to improve attendance for pupils who may be at risk of persistent absence
- Organising and participating in attendance-related meetings with parent/carers, pupils, and staff
- Making home visits to pupils and parents/carers as appropriate
- Initiating and following through appropriate sanctions in liaison with the Education Social Worker, other relevant colleagues and other professionals including fines and court action
- In liaison with relevant colleagues/school management, attend follow up meetings and other relevant meetings with parent/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality
- Establishing and maintain good relationships with all pupils, parents/carers, colleagues and other professionals

- Providing accurate and timely attendance and lateness reports to relevant colleagues and professionals
- Supporting new pupils and providing transition information for pupils leaving the school
- Supporting and checking on pupils who are out of school for any reason, for example, suspension or attending alternative provision
- Working closely with the Inclusion Team and SLT to implement and promote attendance policies
- To liaise with other staff, contractors and outside agencies/organisations as appropriate
- Completing accurate statistical returns regarding pupil attendance and punctuality as required by the school, local authority and DfE
- Utilising relevant ICT packages to assist in this task including Microsoft Word, Excel, and the Schools Information Management System, Arbor

### **General – Safeguarding**

Be responsible for deputising for the Designated safeguarding Lead including:

- Responding to and allocating tasks within the school safeguarding system (My Concern)
- Identify children and families who may benefit from early help
- Make referrals to BCP's Children Social Care
- Be available to discuss any safeguarding concerns with staff
- Responsible for transferring safeguarding files when a child leaves the school
- Attend multi-agency safeguarding meetings

### **Other Duties**

At an appropriate level, according to the job role, grade and training received, all employees in the School are expected to:

- Support the aims, values, mission and ethos of the School
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our school and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our school and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- Comply with all decisions, policies and standing orders of the school and relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the requirements of Keeping Children Safe in Education (KCSiE).

### **General Information for all Posts**

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Senior Leadership Team.

Signed ..... Dated .....