

APPLICATION PACK



Document type:	Job Description and Person Specification
Job role:	Safeguarding and Attendance Lead
Document agreed:	September 2026

Post title	Safeguarding and Attendance Lead
Post Hours	37 hours term time plus 10 days in accordance with service need
Post Grade	11
Location	Millwood School
Special Conditions of Service	Attendance at evening meetings may be required, holidays to be taken when school is closed.
Purpose and Objectives of Post: • To be the first point of contact with regards to all safeguarding matters • To be one of the Designated Safeguarding Leads in school. • To lead on safeguarding and family engagement with school under the supervision of the Designated Safeguarding Lead. • To lead under the direction of the Headteacher the development of safeguarding and child protection policies, training and procedures and guidance for the school. • To work in partnership with children, families and partners where there is a significant risk of poor outcomes to ensure that they benefit most from Education Services including promoting and recommending packages of services to these families. • To improve outcomes for children by working closely with teachers and the Child and Family Support Worker including sharing information about their welfare, safeguarding and child protection concerns. • Ensure that all staff including supply teachers, volunteers and contractors understand and are aware of our reporting and recording procedures and are clear about what to do if they have a concern about a child or children.	
Accountable to	Headteacher
Immediately responsible to	Headteacher/Designated Safeguarding Lead
Responsible for	Mid-day supervisors
Control of resources	Use of school resources within remit of the job description. Signposting to wider agencies and referrals to in house learning and pastoral support. Mid-day supervisor budget Community Club budget
Relationships	Parents/ carers of children School staff and stakeholders All departments of the authority. Outside agencies including health and education. Voluntary agencies Members of the public.

Safeguarding Lead

Duties and responsibilities:

- To be one of the designated safeguarding leads in school.
- To receive and coordinate referrals, arranging action and reviewing services for children and families including through formal meetings.
- To maintain accurate, confidential and up to date documentation on all cases of social care, safeguarding and child protection.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children to support the prevention of children becoming looked after and/or suffering significant harm.
- To lead meetings (TAS,TAF) and attend a range of other meetings (including CiN, Core Groups and Child protection) to ensure that each vulnerable young person receives the very best input from a range of services.
- To attend weekly vulnerable child meetings and weekly supervision with the DSL.
- To liaise with colleagues including SLT at Millwood in all aspects of supporting the safeguarding of young people.
- Attend specialist DSL training every two years and relevant multi-agency training at least three times per year.
- Keep up to date with changes in local and national policy and procedures and be aware of any guidance issued by the DfE, Bury Integrated Safeguarding Partnership and the Local Authority with regards to safeguarding, e.g. through DSL Networks e.g. KCSIE, Bury Council forums, Safeguarding Newsletters and Circular Letters.
- Update school policies in line with local and national guidance and disseminate this information to all staff
- Liaise with the three safeguarding partners and work with other agencies in line with 'Working Together to Safeguard Children' 2018.
- Co-ordinating or leading training for all staff on safeguarding regularly throughout the year as well as statutory yearly updates.
- Safer recruitment checks for mid-day supervisors.
- Manage Safeguarding training for all mid day supervisors
- Provide safeguarding induction training for all new members of staff
- Safeguarding checks on external community club providers
- Identify the need for and deliver therapeutic interventions e.g. DRAWING AND TALKING THERAPY
- Providing effective liaison with social care ensuring clarity of roles and responsibilities between school and other agencies.
- Facilitate/deliver training for parents/carers to meet their needs e.g. internet safety, parenting skills etc and contribute to parents groups.
- Managing difficult conversations; gathering information, working with all parties to resolve issues of concern.
- Advocate with and on behalf of the children and their families and facilitate children and young children to express their views, wishes and feelings.
- Provide key safeguarding information to SLT and report on this to the Governors.

- Ensure effective filtering and monitoring on all pupil devices e.g. iPads

Attendance Lead

Duties and responsibilities:

- To work with the Head Teacher, Deputy Headteacher and the Education Welfare Officer to improve the level of attendance and punctuality across the school.
- To lead on issues relating to attendance and punctuality, ensuring these remain as a high-profile aspect within the overall ethos of the school
- To establish, maintain and improve effective communication between school and home.
- To identify and implement intervention strategies to address and continually improve pupil attendance and punctuality.
- To collect and analyse attendance data (including groups of pupils, particularly those designated as 'disadvantaged') to enable identification and tracking of pupil attendance.
- To be responsible for the management of the attendance policy and strategies.
- Monitor and track whole school attendance and punctuality and to send out letters where appropriate.
- To work with key staff, LA, Education Welfare Officers and external agencies, to develop and monitor a wide range of strategies, to promote and encourage good attendance including attendance rewards, celebration of good attendance / punctuality figures at assemblies etc.
- To represent the school at any LA and networking events
- To provide the Head Teacher and Deputy Head Teacher with attendance information on a daily/weekly basis, including identifying trends and patterns.
- Monitor and ensure that correct attendance codes are entered in class registers and on Integris.
- To attend and be prepared for relevant meetings and telephone conversations and to take and distribute accurate minutes of meetings.
- To prepare information for legal purposes such as parent's contracts, fixed penalty notices and liaising with legal services.
- To liaise between home and school in cases of poor attendance, including home visits, as well as meetings in school.
- To ensure the response to absence procedures are followed as set out in the policy.
- Provide key attendance performance data to SLT and report on this to the Governors.
- To process holiday applications and enforce school related policy.

To Develop and Implement Plans.

- To assist the Head Teacher with the settings of challenging targets for the whole school attendance, PA and unauthorised absence figures.
- To highlight patterns of attendance and / or punctuality, which might indicate a safeguarding issue and report to the DSL.
- To develop action plans to support families and children overcoming their difficulties in attending school.

- To contribute to the School Improvement Plan
- To develop and monitor an action plan for mid-day supervisors
- To develop and oversee mid-day training including increased play opportunities for all pupils
- To develop and monitor an action plan for community club.
- Work with vulnerable families and undertake further assessment to develop a plan that meets their needs and supports them to access appropriate services.

To promote the participation of parents, carers and children.

- To ensure that attendance information is shared weekly through the Millwood Newsletter.
- To celebrate achievements in attendance through the website, newsletter and certificates in school.
- To promote the role of attendance and wellbeing within the school's wider community and develop its awareness of the support available, through the school's website, notice boards, information and access to parents.
- To plan and deliver a termly coffee morning.
- To maintain LPPA status

Other

- To be an active member of the PSA.
- To be accountable for community club budget
- To be accountable for mid-day supervisor budget
- To be accountable for PSA funds
- To maintain an award or status for Millwood
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To work within the school's Equal Opportunity policy, and in accordance with the school's Health and Safety Policy.
- The ability to work effectively as a member of a collaborative team.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within school. Also participate in staff meetings and training days/events as requested
- Any other duties established by the headteacher/deputy headteacher

Agreed by		Date:
Signed postholder		Date:
Signed line manager		Date:

To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

**SAFEGUARDING AND ATTENDANCE LEAD
PERSON SPECIFICATION**

Assessment method	Shortlisting criteria	Essential	Desirable
Application form	Honours or Postgraduate degree in Education, Social Work or relevant field		✓
Application form	Minimum of level 5 qualification relevant to supporting /safeguarding children and young people.	✓	
Application form	Experience of being a DSL or DDSL within a school or PVA setting		✓
Application Form, Task and References	Experience of successful work with young people with SEND (minimum 3 years)	✓	
Application Form and Certificates	A good level of educational attainment including English Language and Mathematics GCSE grades A* — C or equivalent.	✓	
Application Form, Interview, Task, reference	Excellent written and verbal communication skills with the ability to write reports for external agencies and governing body. Excellent IT skills, word processing skills with an ability to use Microsoft Office competently	✓	
Application Form	Additional qualification e.g. Counselling, Mental Health First Aider		✓
Application Form, Interview, References Task	Demonstrate unconditional positive regard to all children.	✓	
Application Form, Interview, References Task	Thorough working knowledge of child protection legislation and LA procedures for safeguarding children and young people, in line with Bury's continuum of need	✓	
Application, Interview and References	Thorough working knowledge of "Working Together to Improve School Attendance" and ability to identify and implement intervention strategies to	✓	

	address and continually improve pupil attendance and punctuality		
Application Form, Interview and References	Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	✓	
Application Form, Interview and References	Positive manner with parents/carers with a proven ability to go the 'extra mile'. Successful work with 'hard to reach parents'.	✓	
Application Form and Interview	Ability to write and review relevant policies and undertake research to ensure policies are robust and thorough	✓	
Application Form and Interview	Good telephone manner and ability to deal with parents, carers and visitors in a calm and courteous way	✓	
Application Form and Interview	Experience of leading meetings ensuring proceedings are well documented and follow-up actions addressed	✓	
Application Form and Interview	Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	✓	
Application Form and Interview	To have the ability to communicate effectively with children with SEND.	✓	
Application Form and Interview	Ability to work well as part of a team	✓	
Application Form and Interview	Ability to establish working systems and ensure an efficient working environment	✓	
Application Form and Interview	A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with respect for confidentiality	✓	
Application Form, Interview and References	To be able to demonstrate that you can hold a difficult conversation in a respectful manner which does not alienate the recipient	✓	
Application Form,	To understand information sharing and to be able to demonstrate that you can	✓	

Interview and References	lead in this area including advising relevant staff about protocols		
Application Form, Interview and References Task	Ability to make relevant referrals seeking additional professional advice where appropriate in a timely manner.	✓	