



PHILIPS HIGH - JOB DESCRIPTION

Job Title: Assistant Safeguarding/ Attendance Officer
Salary: Grade 7
Immediately Responsible to: Designated Safeguarding Lead

Post Hours: 37 hours (Full Time – Term Time only PLUS 5 days to be worked during the school holidays) – 8.00 am to 4.00 pm

Holidays: To be taken during school closure

Purpose and Objectives of Post: To work with the Designated Safeguarding Lead and Attendance Officer and assist with general related duties

Safeguarding

- Referrals to agencies where appropriate in liaison with Heads of Year and Senior Leaders
- Organise multi-agency or home/ school meetings and reviews
- Provide relevant reports and agenda for meetings where necessary
- Take accurate minutes of meetings and distribute them in a timely way
- To oversee safeguarding transfer files for students leaving or joining the school, liaising with the school data manager.
- Signpost agencies and support networks for parents and families.
- Work with staff to ensure that safeguarding is a key consideration in the organisation's activities
- Ensure confidentiality is maintained, where appropriate, at all times
- To oversee data and registers of staff training related to safeguarding
- Maintain accurate and confidential information, secure, accurate and comprehensive case records and chronologies.
- To prepare relevant resources/ information prior to meetings or events
- To support the DSL with managing incidents on CPOMS, may include working directly with children and families/ services at a lower threshold.

Attendance

- Assist the school in meeting obligations and targets in relation to school attendance, especially persistent absence.
- Produce reports and summaries with regards to attendance, punctuality and pastoral issues.
- Record individual pupils' attendance weekly throughout the year and producing records of attendance
- Ensure that all records of attending pupils are kept up to date.
- Update the MIS (SIMS) system regarding exclusions
- Keep accurate and up to date records of students who receive external intervention or support from agencies including but not exclusive to; counselling, police or social care
- Prepare paperwork for pupil panel meetings in liaison with Heads of Year

- Ensure all pupils are in attendance during the exam period.
- Work closely with outside Agencies and Alternative Provision Providers and assist in arranging placements and monitoring attendance
- Be fully aware of and carrying out all work in line with Child Protection Procedures. This may involve attending meetings with the Attendance Officer
- Keep clear and concise records of all meetings
- Manage and prioritise your own workload in line with service requirements.
- Acquire and maintaining a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs
- Accompanying staff on home visits when required.
- To support the Attendance Officer by facilitating lower threshold meetings with students and/ or parents where attendance is a concern.
- To support in mentoring specific students where attendance or punctuality is a concern.
- To be responsible for students who are arriving after registration and to be the point of contact for families arriving late with students.
- To support the Attendance Officer in contacting families where students have not arrived to school.

General Duties

- To be aware of and comply with all School Protocols, Policies and procedures including Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake duties as part of the school's duty system (including break and lunch).
- To act as a First Aider for which training will be provided
- Contribute to the school ethos, aims and the development/improvement plan.
- To take part in whole school INSET activities/training to enhance job effectiveness
- The postholder will be expected to undertake other tasks/duties as directed by the Headteacher

Note The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.



PHILIPS HIGH SCHOOL

PERSON SPECIFICATION - ASSISTANT ATTENDANCE/ SAFEGUARDING OFFICER

<u>ASSESSMENT METHOD</u>	<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Application/ Interview	Good standard of general education, including English and Maths	✓	
Application	Minimum 5 years office experience		✓
Application	Experience of working in an educational setting		✓
Application	The ability to converse at ease with visitors and provide advice and assistance in accurate spoken and written English	✓	
Application/ Interview	Experience of using computerised database systems and Microsoft Office packages, including Word and Excel	✓	
Application	Ability to work under direction and on personal initiative	✓	
Application/ Interview	Good communication and organisational skills	✓	
Application	Good interpersonal skills	✓	
Application	Polite and helpful telephone manner	✓	
Application	Ability to work in a team	✓	
Application	Ability to work under pressure to meet deadlines/ targets and maintain accuracy	✓	
Application	Excellent/Good record of attendance and punctuality	✓	
Interview	Smart Appearance	✓	
Application/ Interview	Understanding of data protection and the need to keep information confidential	✓	
Interview	Understanding why safeguarding is important whilst working with young children	✓	
Interview	Hold a full valid Driver's Licence	✓	
Interview	To be a qualified First Aider		✓
Interview	To work occasionally out of school hours to support school functions	✓	
	Willingness to undertake lunchtime/break/changeover duties when required	✓	
	To cover for other colleagues when required	✓	

Employees of Philips High School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm