**JOB TITLE: Safeguarding and Attendance Officer**

**SCHOOL:** Rayner Stephens High School

**RESPONSIBLE TO:** Attendance Manager, Deputy Designated Safeguarding Lead, Deputy Headteacher Inclusion, Head of School

**GRADE:** Grade E

**HOURS:** Term Time Only +5 days

 Mon, Tues, Wed, Thursday - 8.10-16.20 Friday – 8:10-14.30

**Purpose:**

The Safeguarding and Attendance Officer will provide high-quality administrative and operational support to ensure effective safeguarding and attendance processes across the school. This role will focus on monitoring daily student attendance, supporting attendance interventions, and managing safeguarding concerns logged via the school’s Child Protection Online Monitoring System (CPOMS). The post-holder will work closely with the wider attendance team and provide essential support to the DSL and DDSL in safeguarding matters.

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| Job Description – Key Responsibilities: |
| **Key Responsibilities****Attendance*** Monitor daily student attendance and punctuality, ensuring registers are completed and accurate.
* Support with the daily attendance administration requirements including sending absence messages and making follow-up absence calls
* Record, analyse and report on patterns of absence, escalating concerns to the Attendance Manager, DSL, or DDSL as appropriate.
* Support the implementation of attendance interventions, including contacting parents/carers regarding absences, arranging meetings, and following up on agreed actions.
* Carrying out home visits when required as part of the home visit team
* Produce attendance reports for internal use and external agencies as required.
* Maintain accurate and up-to-date attendance records in line with school and statutory requirements.
* Assist with the preparation of documentation for legal processes, such as penalty notices or attendance panels.
* Liaising with parents/carers, subject staff, Subject Leaders and the Pastoral Team to ensure a collaborative approach to maximising the attendance of those students who are identified as a concern.

**Safeguarding*** Log, update, and maintain safeguarding concerns accurately within CPOMS, ensuring confidentiality and compliance with safeguarding policies.
* Act as a back-up point of contact for monitoring safeguarding or welfare concerns logged in CPOMs, signposting to the DSL/DDSL where necessary.
* Support the DSL/DDSL in coordinating safeguarding referrals and liaising with external agencies.
* Maintain safeguarding records, reports, and case files in an organised and confidential manner.
* Assist in preparing safeguarding documentation and reports for meetings, case conferences, and statutory returns.
* Ensure that all safeguarding information is managed in line with GDPR, school policies, and statutory guidance.

**General Administrative Support*** Provide administrative support for attendance and safeguarding meetings, including minute-taking and the preparation of agendas.
* Support the organisation and delivery of initiatives to promote good attendance and pupil wellbeing.
* Manage correspondence (letters, emails, phone calls) relating to attendance and safeguarding matters.
* Assist with audits and inspections by ensuring records are accurate and readily available.
* Undertake relevant training to keep up to date with statutory safeguarding and attendance requirements.
* To undertake other duties as requested by Senior Leadership Team or the Headteacher of the School.
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| Professional Standards |
| * To support the aims of Rayner Stephens High School to promote a learning community where children work hard and flourish.
* To be an effective professional, who challenges and supports all students to do their best.
* Treat all members of the community, colleagues and students, with respect and consideration.
* Treat all students fairly, consistently and without prejudice.
* Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
* Promote the aims of the school by attendance at and participation in events such as open evenings, parents’ evenings and the like when required.
* Support the ethos of the school by avoiding confrontation, rewarding achievement with praise and positivity.
* Take responsibility for your own professional development and participate in staff training when required. Liaise with the CPD coordinator or SLT about training options available.
* Reflect on your own practice as well as the practices of the school with the aim of improving all that we do.
* Read and adhere to the various policies and priorities of the school as expressed in the School Improvement Plan, the staff handbook.
* Undertake duties as prescribed within school policies. Ensure that all deadlines are met as published in the school calendar.
* Undertake professional duties that may be reasonably assigned to you by the Headteacher
* Be proactive, comply with the school’s Health and safety policy, and undertake risk assessments as appropriate.
* To hold the Trust and Academy values and attitudes and adopt high standards of professional conduct
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
* •All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay.
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| Other Specific Duties  |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s corporate policies.
* To support the effective deployment of staff on duty points at key times throughout the day such as break, lunch and end of the day as needed.
* To undertake any other reasonable duty as specified by the Headteacher not mentioned in the above.
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| GDPR  |
| * To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Any other reasonable Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Employees are expected to subscribe to the School Improvement Plan.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

Stamford Park Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: ……………………………………………………………… Date: ……………………………….