



JOB DESCRIPTION

Job Title:	Attendance & Safeguarding Officer
School:	The Cornerstone Academy
Responsible to:	Vice Principal

Purpose of Role

- 1) To join and support the safeguarding and attendance in ensuring the day to day attendance and welfare of pupils is monitored and acted upon in line with guidance.
- 2) Monitor and triage CPOMs concerns and alerts
- 3) Work with a range of stakeholders, parents, support staff, outreach agencies and other schools
- 4) Contribute to raising achievement by improving student attendance and removing barriers to learning
- 5) To deliver quality school attendance support for student and families
- 6) To support staff in raising the profile of good attendance throughout the school
- 7) To advise staff, families, and other agencies on statutory requirements in relation to school attendance and provide support, advice and guidance to enable parents/carers to meet these.

Main Duties & Responsibilities

- 1) Establish reasons for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies and timescales
- 2) To develop and implement strategies to improve attendance and punctuality of key groups such as pupil premium.
- 3) To initiate appropriate legal action to ensure the school is carrying out statutory responsibilities in respect of students. This may include preparing statements, presenting evidence, or requesting penalty notice fines or other legal sanctions to be initiated.
- 4) To monitor and oversee the process for in year changes to school placement and ensure the LA policy is followed, including the tracking of children missing in education.
- 5) To deliver quality school attendance support for students and families, including home visits
- 6) Support staff in raising the profile of good attendance throughout the school
- 7) To work collaboratively with the feeder schools to put early intervention in place
- 8) To monitor the effectiveness of attendance action plans
- 9) To provide training on attendance and related matters to staff, students and families
- 10) To keep accurate up to date records of casework, attendance action plans, school contacts, progress reports, and any other relevant information
- 11) The liaison and work with external agencies and professionals in line with improve attendance.
- 12) Work with members of SLT and Inclusion to support students' emotional wellbeing and mental health.
- 13) To be fully aware of and carry out work in line with Child Protection Policy. This may involve attending case conferences, strategy and planning meetings and other meetings involving external agencies.
- 14) Follow all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns, and relevant information with key staff as appropriate
- 15) In the absence of Attendance Administrator ensure all registers are completed in an accurate and timely manner
- 16) Alert staff to the specific needs of children in need or with vulnerable circumstances

- 17) Liaise with the Assistant Principal to inform him or her of issues and ongoing cases
- 18) Liaise with Social Care over ongoing or potential cases
- 19) Liaise with other members of the Inclusion team to ensure a 'team around the child' approach is taken
- 20) Link with the LSCB to keep knowledge updated
- 21) Access to resources and attend any relevant or refresher training courses

Other duties:

- 1) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
- 2) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 3) Retain the confidentiality of all aspects of school life.
- 4) Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the Academy may put in place to protect them.
- 5) Undertake appropriate external training on Safeguarding, Child Protection and attendance, as appropriate, and remain well informed of current procedures and best practice
- 6) Contribute to the termly LGB Safeguarding report
- 7) Assist in the annual review of the TCA Safeguarding policy
- 8) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 9) Comply with all decisions, policies and standing orders of the school, United Learning and BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 10) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedures.

Prepared by: The Cornerstone Academy
October 2023

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

*I confirm that I have read and understood the details contained within this job description.
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed	
Print Name	

Dated	
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School:	The Cornerstone Academy

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Previous school experience desirable • Experience in Emotional Literacy Support desirable • Microsoft IT and data analysis • Management Information system experience desirable 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • Level 3 Safeguarding trained or willingness to undertake training 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Excellent inter-personal skills • Strong management and organisational skills • Ability to handle confidential information with discretion • Ability to understand, respect and value young people's views • Pro-active and display initiative • Analytical/problem-solving aptitude • Methodical approach to work • Outstanding organisational skills and ability to work within deadlines • Good team player, but also to work autonomously 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self-motivated, flexible and open to change • Enthusiasm for working in an educational environment • Motivation, personal confidence, leadership and negotiation skills 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process