



Attendance & Safeguarding Officer **(with additional pastoral responsibilities)**

30hrs per week TTO
Band 7 SCP 11-17
Required ASAP

An opportunity has arisen for an Attendance & Safeguarding Officer to join Sandal Primary School. Sandal is a busy, happy, village primary school with a strong, caring, inclusive ethos and a firm commitment to the benefits of outdoor education. The staff are talented and dedicated, valuing every child as an individual and respecting each other as a professional team. We are proud of our strong culture of safeguarding, our focus on developing the whole child, and our commitment to the restorative approach, in line with our values.

As an Attendance & Safeguarding Officer with pastoral responsibilities you will:

- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Accurately complete attendance registers and have effective day to day systems in place to follow up on absences
- Follow and adhere to the whole school attendance policy
- Work alongside the Welfare & Inclusion Officer to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- Monitor & analyse school absence & attendance data and prepare reports on this to SLT
- Work with SLT in ensuring effective procedures for safeguarding are applied in school and to be a Deputy Designated Safeguarding Lead (DDSL)

We want to hear from you if you have:

- Knowledge of safeguarding and attendance procedures
- Experience of working with children/families in a school or other related organisations
- Excellent organisational and communication skills
- The ability to work independently but also have the interpersonal skills required to work effectively in a team
- Demonstrate the confidence and understanding of how to establish and maintain positive relationships with pupils and are able to support pupils learning in small groups and on an individual basis.

We will offer:

- A school with a positive, caring ethos where teamwork is paramount
- Committed and enthusiastic staff who put children at the heart of everything they do
- A supportive governing body
- A happy and thriving school community
- An opportunity to further your professional development

Closing Date: 9am Monday 24th February 2025

Interviews: Wednesday 26th February 2025

All shortlisted candidates will have chance to view the school during the school day.

Interested candidates are requested to contact the school office for an application form. Visits to the school are warmly welcomed and can be arranged by contacting the School Office.
Email: office@sandalprimarieschool.co.uk or telephone 01274 598115.

Sandal Primary School is committed to safeguarding and promoting the welfare of all our children. All posts are subject to an Enhanced DBS check and references.

*Applicants will be subject to an online search if shortlisted.
Proof of eligibility to work in the UK will be required.
Please note: CVs are not accepted for this post.*



Job Description

Post Title	Attendance & Safeguarding Officer
School	Sandal Primary School
Pay grade	Band 7 SCP 11-17 (depending on experience)

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Sandal Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Sandal Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To assist in the provision of high quality professional, flexible, proficient attendance management of pupils and staff within school.

To be responsible for ensuring a high level of attendance and punctuality is followed by all pupils using attendance management systems, conducting data analysis and following the Attendance Policy procedures as required by the school and the DfE.

To work closely with the SENDCo & Welfare and Inclusion Officer to provide pastoral support for pupils and those engaged with them by removing barriers to learning in order to promote effective participation.

Work under the direction/instruction of the Headteacher and the Senior Leadership Team, who will provide training and allocate work when necessary; however, much of the work is self-generating. The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.

To provide prompt and effective information, advice and access to services provided by the school and various external agencies e.g. community groups, to parents/carers; dealing with requests for help and intervention and seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions within established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will use specialist learning skills/training/experience to support pupils.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

RESPONSIBILITIES:

- To develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- To follow and adhere to the whole school attendance policy
- Accurately record pupil absences on a daily basis
- Build strong relationships with pupils & families, listen to and understand barriers to attendance and work with families & the Welfare & Inclusion Officer to remove them
- To implement appropriate SEMH strategies that encourages a pupils' learning and attendance in school.
- Liaise with the SENDCo to support pupils and families with medical related absences
- To make first-day absence calls to parents in a timely manner and carrying out home visits, reporting results to the Senior Leadership Team
- Contacting parents, by telephone or text, of those pupils identified as vulnerable due to attendance issues
- Following the schools' children missing from education procedures ensuring that vulnerable pupils are appropriately safeguarded
- Identify and implement intervention strategies to address poor attendance. Develop and implement action plans for each pupil who needs particular support covering their personal, social & emotional needs.
- Undertaking home visits for absent pupils and engage with families to improve attendance.
- Process referrals for fixed penalty notices & prosecution
- Gathering evidence to support the prosecution and penalty processes
- Maintain accurate data relating to all pupils' attendance on the schools' information management system (SIMS) and be able to analyse this effectively
- To promote the welfare and protection of all members of the school community as a designated safeguarding lead. Maintain and oversee accurate, confidential records for safeguarding and child protection using the CPOMS system.
- Producing analysis of absence data and regular informative reports for Senior Leadership Team, as prescribed by the Headteacher.
- Regularly monitor and analyse data to manage persistent absences / term time holiday requests / lateness and work alongside external agencies to mitigate this

- Analyse school absence and attendance data, identify any emerging patterns and put effective strategies in place
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required
- Work in partnership with the Welfare & Inclusion Officer to monitor the school's Early Help case load and make referrals where necessary
- Participate in training and other learning activities and performance development as required.
- Promoting family relationships, engaging parents as co-educators of their own children and developing positive working relationships with families
- Maintaining regular contact with families/carers of learners in need of support, to keep them informed of the learner's needs and progress in relation to their attendance
- Working with families in improving attendance of learners, including arranging and attending attendance panel meetings
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- To work with the Senior Leadership team in ensuring effective procedures for safeguarding are applied in school and to be a Deputy Designated Safeguarding Lead (DDSL).

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

Application & Selection Guidance

Safeguarding

We are committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. All posts are subject to the safer recruitment process including an enhanced Disclosure and Barring Service Check.

Inclusion

We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The personnel specification sets out the criteria used to assess candidates through the selection process. We ask all applicants to complete the Equal Opportunities monitor section of the application form so that we can continue to monitor and improve our recruitment process.

How to Apply

Vacancies are advertised on our website and Prospects Online. Please complete the application form in full, ensuring you have provided full and accurate information including your education and employment history and any unpaid or voluntary work. Where there are gaps in your employment history, please explain why (e.g. gap year, career break). Use the job description and person specification as a guide and give specific examples to demonstrate how your experience and skills make you suitable for the position. Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Applications should be submitted via the Prospects website.

Shortlisting

We assess all applications against the specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies. In line with Keeping Children Safe in Education (KCSIE) 2022 we will be carrying out online checks. Candidates who best meet the personnel specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the closing date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interview day will consist of a task and a formal interview. This is designed to allow you to demonstrate your skills and abilities and share your experiences. You will be asked to bring proof of qualifications and identity on the day.

Appointment and Pre-employment Checks

Successful candidates will receive a conditional offer of appointment and will be subject to satisfactory pre-employment checks.

Sandal Primary School

Attendance & Safeguarding Officer (with pastoral responsibilities)



PERSONNEL SPECIFICATION

Summary of post as outlined in attached Job Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATION	<p>GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1.</p> <p>DSL training qualification or willingness to undertake training</p> <p>Evidence of further training/development and/or willingness to participate in further training and development opportunities</p>	<p>Other relevant qualifications relating to the post e.g. Level 3 NVQ in social work, Youth work or counselling</p>	<p>Application form</p> <p>References</p> <p>Interview</p>
EXPERIENCE	<p>Experience of working with children/families in a school or other related organisations</p> <p>Use of management information systems (Arbor/SIMS etc) and associated ICT</p> <p>Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level</p>	<p>Experience of the penalty notice & prosecution system</p> <p>Experience of enabling families/carers to access support agencies</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Letter of application</p>
SKILLS & KNOWLEDGE	<p>Will have the ability to understand the needs of children and their families.</p> <p>Knowledge of up-to-date legislation surrounding attendance and non-compliance with statutory regulations including new DfE guidance</p> <p>Knowledge of safeguarding and attendance monitoring procedures</p> <p>Ability to analyse, interpret and understand relevant data and present it in useful forms to pupils, staff & parents/carers</p> <p>Good organisational and problem-solving skills with the ability to work proactively and independently.</p> <p>Good communication, ICT, numeracy and literacy skills.</p> <p>Exercise advisory, guiding, negotiating and persuasive skills at a developed level.</p> <p>Ability to self-evaluate learning needs and actively seek new learning opportunities.</p>	<p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>An understanding of the needs of a multicultural society. Knowledge of Behaviour Management and Health and Safety requirements. Commitment to schools Equality Policy. Ability to relate well to pupils and adults. Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. Ability to remain calm under pressure; prioritising conflicting demands. Demonstrate a commitment to working with children of the relevant age. Demonstrate good co-operative, interpersonal and effective listening skills. Maintain confidentiality in matters relating to the school, its pupils, parents or carers. Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level</p>		
PHYSICAL	Strength and mobility to operate in a primary school		Application form References Interview
PERSONAL CIRCUMSTANCES	Flexibility of circumstances to meet the requirements of the job.	Willing to participate in local community activities Commitment to taking part in out of school activities. Commitment to contribute to the full life of the school	Application form Interview

Bradford is an equal opportunities employer and requires its employees to carry out its policies concerning racial and sex equality and the right of people with disabilities both in terms of equal opportunity for employment and access to the Council's services.

The School is committed to safeguarding and promoting the welfare of children.

Successful applicants will be required to undertake enhanced DBS checking.