

**Manchester City Council
Job Description**

Safeguarding and Attendance Lead – Grade 7

The post holder reports to the Headteacher. The main contacts of the job are Headteacher, School staff, School Governors, Teachers, Officers within the City Council, Parents/Carers and Pupils.

Main purpose of the job:

To work collaboratively with all staff in order support student well-being and to promote the vision and purpose of the Federation.

To support the school's pastoral management system working with the school staff, students and the community to encourage students to achieve their greatest potential

To provide a comprehensive and high-quality support service to the school to improve overall school attendance.

To create and sustain effective partnerships and maintain excellent working relationships with students, parents/carers and the wider community.

The Safeguarding lead is responsible for the quality assurance of our safeguarding processes and the day to day monitoring and management of emerging safeguarding concerns, as an integral part of our safeguarding team. This post holder will continue to promote and support a whole-school culture of vigilance and rapid action, ensuring that there is always a robust response to any safeguarding concerns for our young people.

Main duties and responsibilities:

Safeguarding

1. To be the Designated Safeguarding Lead.
2. To manage a team of Pupil Wellbeing Leads ensuring their work is carried out in accordance with the case plans.
3. Assist management in the development of policy formation, practice and strategic planning by providing information and participating in working groups.
4. To represent the school at meetings in order to promote and develop multi-agency working.
5. To ensure that school procedures and practices remain in line with all current legislation and good practice. Implementing strategies in use with these and feeding back effectiveness to line management. To quality assure all safeguarding concerns on a regular basis and deal with any concerns in a timely manner.
6. To lead, motivate, supervise, support and regularly evaluate and monitor workloads of a team of Pupil Wellbeing Leads. Establishing priorities and targets, enabling the team to make continuous improvements to service delivery.

7. Participate in regular, formal supervision/appraisal sessions with Pupil Wellbeing Leads to discuss/reflect on current practice, to promote professional development and identify training needs.
8. Maintain accurate records and necessary statistical information on the work of the team and provide information as required.
9. Monitor specific outcomes, at reviews, through focused intervention based on assessment of need and to participate in planning, which will be jointly monitored and regularly reviewed by the Pupil Wellbeing Leads.

Attendance

1. Effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions, and to present in court.
2. In liaison with the appropriate SLT member and key stakeholders support the effective organisation and participation in attendance, initiatives, campaigns, truancy sweeps and school blitzes to improve attendance in school.
3. Organise and deliver a regular cycle of training for school and key stakeholders e.g. new teachers and support staff, Governors, etc. on regulations, legislation, best practice guidelines, and LA processes.
4. To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school.
5. To manage, oversee and conduct home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker.
6. Assist SLT in monitoring and enforcing attendance parenting orders and undertake casework in line with post-prosecution guidelines.
7. Assist SLT to make decisions on a case by case basis as to the most appropriate course of action to be taken in any particular case.
8. To carry out interviews in accordance with Child Protection and other Legislation.
9. To contribute to the reviewing of service provision by effective planning and development e.g. /school/team plans, and implement any resulting changes in working practice, new services or changes in service delivery.
10. To work as part of a team and contribute to the achievement of the team objectives and responsibilities.
11. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.

Where the post-holder is disabled, every effort will be made to fully supply all the necessary aids and adaptations or equipment to allow them to successfully carry out the full duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification

Safeguarding and Attendance Lead – Grade 7

For this job we are looking for:

Knowledge and experience of working with children, young people and families and dealing with barriers to education.

Knowledge, experience and understanding of safeguarding procedures, child protection issues and law and regulations governing the employment of children.

Knowledge and experience of statutory legislation, guidelines and policies on safeguarding and attendance for e.g., KCSiE.

Ability to plan and prioritise own workload, and meet deadlines within fixed, sometimes conflicting, timescales.

Willing to work towards presenting prosecution cases in court.

Experience of working with children and young people, parents / carers to overcome attendance difficulties.

Excellent IT skills, including spreadsheets, databases, word processing, and internet/intranet /email.

High level written, oral and listening communication skills for effective interaction with internal and external contacts including members of the public, elected members and staff at all levels.

Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.

Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principles of confidentiality.

Effective analytical skills and problem solving.

Willing to work towards applying the principle of project management.

Experience of training desirable.

Personal Style and Behaviour

Drive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes.

Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships which generate confidence and respect.

Personal commitment to excellence in service delivery.

Flexibility to adapt to changing workload demands and new organisational challenges.

Desire to pursue own personal development and take full advantage of training provided.

Self-motivation and personal drive to complete tasks to required timescales and quality standards.

Ongoing commitment to inclusive education practices and equality of opportunity.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.

Flexibility in approaches to work including service location arrangements and working outside core hours.

Willingness to consent to and apply for an enhanced disclosure check.