



Job Description: Attendance and Safeguarding Officer

Grade 6

37 hours per week

JOB PURPOSE:

Job Summary

The Attendance and Safeguarding Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence, ensure punctuality and work with children and families to promote high levels of attendance alongside delivering Early Help Support

Duties:

- To work with individuals and groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To undertake home and school visits as designated by the school
- To interpret information relating to attendance patterns and identify key areas of concern for SLT
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To follow School Policy of 'first day contact' within the school
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for; make contact with parent /carer requesting explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of students and liaise with staff/SENCo
- To produce regular reports for SLT and Governors
- To liaise with the safeguarding team regarding child protection



- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis
- To establish procedures to print off official registers daily and explained absences to ensure at hand in event of a fire,
- To follow Attendance policy and send out letters as required
- To provide updates for staff on pupil attendance
- To collate, maintain and update attendance data
- To keep up to date with SIMs training
- Establish and co-ordinate attendance rewards system
- To lead on Early Help referrals and undertake assessments as required.
- To fulfil additional duties as required supporting the safeguarding and pastoral function.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to The City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)