

St Aidan's Church of England High School

Safeguarding Officer Job Description

Attendance and safeguarding administration is an integral part of the safeguarding system within School. At St. Aidan's Church of England High School the Safeguarding Officer is responsible for the management of data and administration to support safeguarding in the school.

1. Support of Attendance Management System

- a. Generate and monitor reports of pupils with low (currently less than 90%) attendance, half termly for HoY and Deputy Headteacher (Safeguarding)
- b. In liaison with Deputy Headteacher and KS3/KS4 Assistant Heads, implement attendance procedures
- c. Manage CPD in order to keep up to date with software, safeguarding issues and best practice

2. Safeguarding monitoring within school

- a. Produce attendance letters as appropriate and in agreement with the HoY
- b. Support pastoral staff in tracking vulnerable children through the school day
- c. Raise particular concerns with HoY about absence / punctuality and pastoral matters, including attendance patterns through regular meetings
- d. Flag up persistent absentees regularly with HoY, ILC and Deputy Head (Safeguarding)
- e. Oversee suspicious mark patterns and alerting relevant staff with input from the Administrative Assistant (Attendance)
- f. Report full attendance to Deputy Head (Safeguarding) half-termly including all groups PP/Vulnerable/EHCP
- g. Work with the Deputy Headteacher to ensure that, when a child leaves St. Aidan's roll, all safeguarding and administrative procedures are followed
- h. Work with the Deputy Head and Welfare Governor to set school's attendance target
- i. Produce reports from Bromcom and CPOMS on attendance, behaviour, involvement of outside agencies, PP, LAC and Exclusions half termly
- j. Maintaining Pupil Premium profile records
- k. Ensure all safeguarding records are obtained for all pupils joining the school and liaise with appropriate colleagues for in year transfers and pupils transferring to the Associated Sixth Form
- l. Maintain safeguarding spreadsheet and produce list of referrals from this spreadsheet at regular intervals

3. Communication with parents and external agencies

- a. Attending PP/LAC reviews for record keeping
- b. Liaise with providers of pupil referral units or hospital unit to ensure dual registration is correct
- c. Respond quickly to problems with Attendance, discussing the issues with parents and suggesting strategies. Liaise with HoY.
- d. Liaise with external agencies e.g. CAMHS, Children's Social Care, Prevention, TGA for pastoral staff and maintain records of referrals
- e. Complete necessary forms for CYPS referrals
- f. Manage suspension and exclusion process i.e. letters and analysis
- g. Make safeguarding home visits with a colleague, as required

Person Specification

1 Experience and skills

- Previous office administration experience is essential
- A background in Attendance or Safeguarding work is desirable
- Knowledge of Microsoft Office including Word and Excel
- An ability to process and analyse data to inform decision-making
- Working knowledge of Bromcom or similar school Management Information System
- Excellent communication skills: ability to communicate with different groups of people including students, parents, staff and outside agencies
- Excellent customer service skills and the ability to understand the needs of students, staff, parents and carers
- Excellent organisational and time management skills and the ability to prioritise work
- Good analytical skills and a systematic and methodical approach to problem solving
- Ability to work on own initiative as well as part of a wider team

2 Personal

- Self-motivated and proactive
- A passion for safeguarding young people
- Intuitive and adaptable
- Conscientious and reliable
- Calm, organised and methodical
- Has strong attention to detail
- Enthusiastic, ambitious and hard working
- Excellent telephone manner
- Tactful, diplomatic and assertive