



Job Description

JOB TITLE	Safeguarding and Attendance Officer
JOB FAMILY	Pastoral
PHASE	Central
HOURS	Part time position
REPORTING TO	Safeguarding and Attendance Deputy
RESPONSIBLE FOR	Not Applicable

Job Purpose

- To develop and maintain the online safety and mental health resource area for all TSAT stake holders
- To support with strategies, advice and guidance on safeguarding, exclusions and improving attendance to school
- To coordinate the collection and analysis of attendance, safeguarding and exclusion data across the trust

Duties and Responsibilities

Assist with ensuring that the organisation has in place clear and effective application of:

- TSAT attendance processes
- DfE guidance and relevant legislation
- Processes for monitoring school-based attendance
- Appropriate attendance and absence codes
- Children Missing Education procedures
- On/Off Rolling procedures
- Holidays and FPNs
- Elective Home Education
- SIMS reports in relation to attendance
- Collection and monitoring of school data including weekly overview

Undertaking School visits in order to provide;

- Advice and case supervision
- Induction of new AICs
- Assistance with parental meetings
- When required, support with Local Authority attendance teams



In addition;

- Organise and support AIC/SLT forums
- Attend and contribute to Team Around TSAT meetings as and when required
- Update AIC, DSL, and Mental Health Teams resource groups
- Track centrally Part-Time Timetables
- Maintain online safety and mental health resource areas
- Assist with Single Central Record audits
- Assist with Senior Mental Health Lead forums and organise support accordingly
- Support schools to implement recommendations from Attendance Audits
- Assist with HR file audits
- Research and ensure that own knowledge in safeguarding, attendance and exclusions is relevant and up to date
- Promote collaboration and transfer of best practise within and between all trust staff
- Ensure that the safety and wellbeing of children is promoted in a structured and ongoing manner
- To contribute to service development
- Assist with the development of toolkits and resources that promote good attendance, safeguarding and exclusion practices.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school



- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at the Chatham Hub, however, you will be required to work across all of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.



This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Safeguarding & Attendance Officer.

Name:

Signed:

Date: