



SAFEGUARDING AND ATTENDANCE OFFICER
SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE



1. INTRODUCTION

1.1 OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi Academy Trust on 10 March, 2011.

VIAT believes in benefits of cross phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils. Our children only get one chance in their education and it is our responsibility to provide the very best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the schools' world class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a life-time of influence beyond.

1.2 OUR VISION

The Trust Vision is to:

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with their own context, ethos, strengths and areas for development - to work together to enable every single child, and every member of our team, to be the very best they can be.

The Goals of the Trust are to have individuals who:

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

1.3 OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life and the local, national and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for.

We are ambitious and work hard to help enable excellence for all.

1.4 OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

1.5 SST MAIDSTONE

The School of Science and Technology Maidstone (SST) is an exciting new free school, opened in September 2020, with state-of-the-art facilities. We are extremely popular within the local community and have been oversubscribed. As a new school, SST presents a host of exciting opportunities for all- staff and students alike.

In January 2023 SST was inspected by Ofsted and was graded OUTSTANDING in all categories. This is a testament to the fantastic work that has gone into making this school a brilliant place to learn and work.

We are currently recruiting for an inspirational Safeguarding and Attendance Officer to join our team.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide: networking, support, quality assurance and friendship. If you think you would thrive in this environment we want to meet you.

To learn more about of state of the art school, please visit our website: www.sstmaidstone.viat.org.uk

To apply, please download a copy of the application form and email to: c.gilham@sst.viat.org.uk

2. PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> To be willing and able to work towards gaining any relevant qualifications, attending training and to take responsibility for your own development. 	<ul style="list-style-type: none"> A relevant qualification related to the role. DSL trained would be an advantage.
Experience	<ul style="list-style-type: none"> Experience working with key software such as Microsoft Word and Excel. Experience of a busy office environment. Experience of verbal and written communication with a variety of stakeholders. 	<ul style="list-style-type: none"> Experience of school procedures, organisation and structure so that work can be prioritised. Experience of Attendance management. Experience of the use of SIMS.
Knowledge	<ul style="list-style-type: none"> Knowledge of the use of key software such as Microsoft Word and Excel. 	<ul style="list-style-type: none"> Knowledge of key safeguarding procedures in schools. Knowledge of school procedures, organisation and structure so that work can be prioritised.
Skills	<ul style="list-style-type: none"> Be able to adapt your communication style and be able to develop skills to suit the needs of the students that you are working with. Be able to prioritise work in different situations. Good organisation skills. 	
Attributes	<ul style="list-style-type: none"> Capacity to remain calm under pressure A sense of humour Able to work supportively as a team member and able to take own initiative when working independently. 	

3. JOB DESCRIPTION	
Job Title	Safeguarding and Attendance Officer
Grade	VIAT 6
School / Department	SST Maidstone
Base	SST Maidstone
Hours	39 per week, Term Time plus 1 Week Only
Reports to	DSL
Accountable to	Head of School

3.1 JOB SUMMARY

The post-holder will work alongside, in both a strategic and operational capacity, our Designated Safeguarding Lead and our Attendance and Inclusion Manager to ensure effective and appropriate interventions are enacted in an efficient and timely manner which support students' welfare, safeguarding, attendance and/or punctuality. In this crucial role, the successful applicant will provide confidentiality, guidance, welfare and advice ensuring that where there are concerns regarding a pupil's wellbeing, attendance and/or punctuality the appropriate action is taken. This will involve working alongside students and their families, as well as colleagues in school and professionals from external agencies including our external safeguarding and attendance consultants.

3.2 KEY WORKING RELATIONSHIP

- Head of School;
- Designated Safeguarding Lead and Deputies:
- Heads of Year;
- Attendance and Inclusion Manager;
- Student Support Managers;
- Teachers and Students.

3.3 KEY RESULTS AREAS

Areas

- Coordinate referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions.
- Act as a first point of contact providing a confidential information and advice service for all students on safeguarding related concerns including child protection disclosures.
- Provide an advisory service for staff in dealing with student safeguarding concerns.
- Ensure that all staff are aware of the designated safeguarding lead (DSL) and deputy contact details.
- Ensure that cases of suspected or actual child protection or safeguarding concerns are referred to the appropriate agencies.
- Ensure that all staff are fully trained in safeguarding and know how to spot and raise concerns.
- Work with the Designated Safeguarding Lead (and wider safeguarding team) in developing and delivering training to school staff and updating relevant policies, procedures and guidance as necessary.
- Knowledge of the legal requirements of education attendance.

- Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and families.
- Able to work as part of a team to reach agreed targets and outcomes for children and young people.
- Able to motivate children/young people by establishing empathetic and supportive working relationships.
- Able to record and produce minutes from attendance meetings.
- Able to maintain student records and write other short reports as required.
- Good IT Skills (including SIMS or another school information system)
- To liaise with internal and external agencies in order to devise and implement strategies to overcome barriers to attending.
- To assist with the administration as required.

Safeguarding

- VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality and diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

3.4 STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.