



JOB DESCRIPTION

ATTENDANCE & SAFEGUARDING OFFICER

The post-holder is responsible to the School Business Manager

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

RESPONSIBLE TO: Deputy Headteacher**PURPOSE**

- To support the Catholic ethos and FCJ Values of the school.
- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern.
- To work closely with pupils, staff, parents/carers and our EWO to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
- To support the Designated Safeguarding Lead (DSL) in monitoring CPOMS, taking action as appropriate under the direction of the DSL.
- To support the DSL in working with identified agencies.
- To keep detailed, accurate and secure written records.

KEY DUTIES**Administration**

1. Monitor CPOMS daily, acting as appropriate in relation to incidents that have been recorded.
2. Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
3. Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
4. Manage attendance returns for the school census
5. Manage the process of issuing penalty notices to parents
6. Maintain accurate records of communications with parents/carers and relevant interventions
7. Build and refresh knowledge of the school's MIS and other relevant systems

Monitoring and reporting

1. To monitor CPOMS daily, acting as appropriate in relation to incidents that have been reported.
2. To make safeguarding referrals as appropriate, under the direction of the DSL.
3. To inform the DSL and Headteacher of safeguarding issues, especially in relation to ongoing enquiries and investigations.
4. To support the DSL in liaising with relevant Local Authority colleagues.
5. To support staff and offer expertise and advice as necessary.
6. Support the DSL in ensuring that child protection files are kept up to date and that they are stored confidentially and securely.
7. To understand the importance of information sharing.
8. To understand relevant data protection information.
9. To keep detailed, accurate and secure written records of concerns and referrals.
10. Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern

11. Track attendance of vulnerable groups of pupils and share information with school leaders
 12. Identify pupils that need additional support to improve their attendance
 13. Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
 14. Lead daily or weekly check-ins to review progress and the impact of support/interventions
 15. Work with school leaders to develop and revise the school's attendance policy
 16. Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with parents/carers

1. Liaise with parents/carers as appropriate when safeguarding issues arise, under the direction of the DSL.
2. Offer relevant support and training to parents in terms of safeguarding.
3. Co-ordinate meetings with pupils and parents/carers to implement interventions and track progress
4. Build positive relations with parents/carers to encourage family involvement in their child's attendance
5. Identify, and where possible, mitigate potential barriers to attendance in partnership with families
6. Carry out home visits, where necessary, to address attendance concerns for individual pupils

Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
 2. Be alert to when persistent absence becomes a safeguarding concern and early help may be required and flag with appropriate staff
 3. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary and assisting in the completion of appropriate documentation.
- Promote the safeguarding of all pupils in the school
 - Be able to work with and communicate with students when conducting safeguarding enquiries or student voice activities

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend training and subsequent refresher training to become deputy designated safeguarding lead (DDSL)