

JOB DESCRIPTION

POST: Safeguarding & Attendance Officer

GRADE: Band E

REPORTS TO: Vice Principal

Post Summary

- To support child protection systems, arrangements in place to enable the Academy to undertake their statutory responsibilities for safeguarding and promoting the welfare of children.
- To provide safeguarding advice and guidance to Academy staff to promote the welfare of students.
- To monitor, evaluate and support with reporting on the effectiveness of safeguarding arrangements.
- To support attendance throughout the Academy.

Duties and responsibilities:-

- To work with outside agencies to support and develop safeguarding practice within the Academy.
- To represent the Academy in the community when developing good practice around the safeguarding agenda.
- Ensure that referrals to MASH and EHA are appropriately made and outcomes recorded.
- Record and monitor the number of safeguarding referrals made and their outcomes.
- To support both Academy students and their families with presenting safeguarding issues.
- Identify key areas of difficulty and obstacles to the effective safeguarding of children and recommend strategies for overcoming them.
- To support the Vice Principal in undertaking an annual safeguarding audit to provide an annual report of key findings and issues to the Standards and Performance Committee.
- Attendance at Safeguarding and Child Protection meetings as required.
- Use and development of ICT to support efficient and effective practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.