

**Job Title:** Attendance and Safeguarding Worker

**Accountable To:** Headteacher

**Main Purpose:**

Provide advice and guidance to families and young people to support their health, safety and wellbeing.

Foster the positive participation of students and families in school and improve the learning opportunities for those students.

Investigate the circumstance behind absence or investigate the circumstances contributing or causing children and young people to be unable to make best use of time at school and, if appropriate, help resolve difficulties and identify areas that may be of concern in the near future. Enable the focus of attention on likely causes to provide a preventative option for the school and other agencies.

Monitor whole school attendance data and advise key staff of trends, concerns and referrals.

**General Roles and Responsibilities:**

- Support families with identified need: undertake Early Help Assessments, advising and working with parents/carers to find the most appropriate way in which they can address and resolve issues, referring and contributing to Team Around the School as and when appropriate. Liaising between home and school, providing a direct line of communication and link with the school.
- Undertake the role of Lead Professional where appropriate.
- Provide advice and guidance to families and students with known attendance issues, identifying the expectations from the school and also identifying how the school can provide assistance to the family should this be necessary.
- Develop specific pieces of work, in agreement with the family, which could involve visiting families at home with the purpose of empowering them to make the best use of their own resources, e.g. supporting families whose children are experiencing emotional health difficulties.
- Devise, implement and monitor the effectiveness of action plans and suggest amendments that should be considered to provide further assistance to the families. Involve other agencies to enable access to a wide range of services and opportunities.
- Identify likely consequences of actions not being completed and alternative courses of action by the school and/or other agencies, as a means of emphasising the responsibility of the parents.
- Provide advice and guidance to families in an informal setting and explain and publicise the available areas of assistance, e.g. parenting courses.
- Make presentations to individuals, groups of parents, students or those at risk of becoming exclusions on the consequences of a continuance of current behaviours, and identify approaches to changing behavioural patterns.
- Publicise and promote any local appropriate group activities and parenting interventions.
- If required facilitate the planning, development, monitoring, evaluation and review of parenting groups and Extended School provision through offering advice and guidance to schools on areas to further develop, funding opportunities, signposting and collaborative opportunities.
- Manage, develop and continuously improve local information systems to monitor, control and report on the operation of action plans, parenting support classes
- Work with the Attendance Lead and other agencies to help deliver action plans.
- Identify and ensure consistency of application of advice and guidance to families to encourage involvement into the school environment and encourage further participation, including specific interventions with those families who may be at risk of lapsing into the area of difficulty.
- Contribute to the transition work ensuring integration of students and families into the new establishments from other local provision and feeder schools, ensuring a consistency of approach and treatment and reinforcing the expectations of the school and the families in these new establishments.
- Identify and give an overview of local resource requirements and help develop local provision.

- Develop and produce promotional information, e.g. co-ordinating the production of newsletters and other PR marketing literature, specifically aimed at families who are experiencing difficulties.
- To pro-actively gather information about local services for families in the area and provide a signposting service for parents/carers and others
- Where appropriate to set up, provide and deliver new initiatives, to support parents/carers (e.g. respite/support during holidays).

### **Safeguarding**

- Recognise the moral and statutory responsibility to safeguard and promote the welfare of children
- Provide a welcoming and safe environment where children are valued and respected
- Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance

### **Training**

- Find and attend courses as required enhancing the knowledge, understanding and skills to improve the level and quality of support given to staff, pupils and families.
- Attend statutory training courses as required for the post; Safeguarding and Child Protection and PREVENT.

### **Additional Information**

- The post holder will need to be self-motivated and work independently in a focused and task centred way.
- The post holder will have significant unsupervised contact with children, young people and their families. An enhanced DBS check will be required.
- The post holder must have use of their own vehicle.

We have agreed that this Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_