

## **Attendance and Welfare Lead**

£24,000 - £26,000 a year - Permanent, Full-time

### **Overview of the Post**

#### **About the Role**

Impact North West Schools is a registered Independent special school working with young people who need support to help a transition back into their mainstream or specialist setting. We offer a variety of programmes depending on the needs of the young person and some, where it is in the child's best interest, stay with INWS until Year 11.

#### **MAIN PURPOSES OF JOB**

We are looking for an Attendance and Welfare lead to support the DSL and DDSL in supporting safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

They will monitor and report on whole-school attendance data, analysing data to identify key areas of concern. They will work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

#### **DUTIES AND RESPONSIBILITIES**

##### **Managing referrals**

- Refer cases of suspected abuse and neglect to the local authority children's social care.
- Support staff who make referrals to the local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.
- Refer cases to the police where a crime may have been committed.

##### **Administration**

- Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- 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.
- Manage attendance returns for the school census.
- Manage the process of issuing penalty notices to parents.

- Maintain accurate records of communications with parents/carers and relevant interventions.
- Build and refresh knowledge of the school's MIS and other relevant systems.

### **Monitoring and reporting**

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of pupils and share information with school leaders.
- Identify pupils that need additional support to improve their attendance.
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils.
- Lead daily or weekly check-ins to review progress and the impact of support/interventions.
- Work with school leaders to develop and revise the school's attendance policy.
- 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**

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress. Build positive relations with parents/carers to encourage family involvement in their child's attendance.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.

### **Working with staff and other agencies**

- Act as a source of support, advice and expertise for all staff.
- Act as a point of contact with the safeguarding partners.
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult.
- Liaise with the Headteacher (DSL) and DDSL, case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

### **Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:**

- Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced.
- Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school.

*The above includes:*

- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort.
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential.

### **Managing the child protection file**

- Ensure child protection files are kept up to date.
- Keep information confidential and store it securely.
- Make sure records include: -
- A clear and comprehensive summary of the concern.
- Details of how the concern was followed up and resolved.
- A note of any action taken, decisions reached and the outcome.
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE).

#### *Where children leave the school (including in year transfers):*

- Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE.
- Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place.

### **Raising awareness**

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff.
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing.

### **Training**

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C.
- Undertake Prevent awareness training.
- Refresh knowledge and skills at regular intervals and at least annually.

### **Providing support to staff**

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters.
- Support staff during the referrals process.

- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

### **Understanding the views of children**

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

### **Holding and sharing information**

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Keep detailed, accurate, secure written records of concerns and referrals.

The postholder may be required to do other duties appropriate to the level of the role.

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## **Person Specification**

### **Qualifications and training**

GCSE (or equivalent) in English and Maths.

### **Experience**

- Successful leadership and management experience in a school or other relevant organisation.
- Experience of managing safeguarding in a school or other relevant organisation, including:
  - Building relationships with children and their parents, particularly the most vulnerable.
  - Working and communicating effectively with relevant agencies.
  - Implementing and encouraging good safeguarding practice throughout a large team of people.
  - Demonstrable evidence of developing and implementing strategies to help children and their families.
  - Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.

### **Skills and knowledge**

- Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.
- Ability to work with a range of people with the aim of ensuring the safety and welfare of children.
- Awareness of local and national agencies that provide support for children and their families.
- Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns.
- Good IT skills, including previous use of administrative systems school uses e.g. safeguarding monitoring software, information management systems.

- Effective communication and interpersonal skills.
- Ability to communicate a vision and inspire others.
- Ability to build effective working relationships with staff and other stakeholders.

### **Personal qualities**

- Commitment to ensuring the safety and welfare of children.
- Commitment to upholding and promoting the ethos and values of the school.
- Integrity, honesty and fairness.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to equality.

SEN experience desirable.

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## **SAFER RECRUITMENT STATEMENT**

Impact North West Schools (INWS) is committed to safeguarding and promoting the welfare of children and young people in its school. INWS complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Safer Recruitment**

Job descriptions and persons specifications make reference to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

### **Application Stage**

All applicants are scrutinised to verify identity and academic or vocational qualifications.

Professional references are requested using our standard proforma for shortlisted candidates.

References must cover a period of the last 5 years of employment. As a minimum these should be from the two most recent employers. References are checked against previous employment history and gaps in employment.

Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions.

### **Shortlisting**

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

### **Interview**

Shortlisted candidates will take part in an in-depth interview and selection process.

Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form and this includes their employment history.

Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.

### **Appointment**

Disclosure and Barring Service and other pre-employment compliance checks.

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts.

Keeping Children Safe in Education declaration.

Further identity checks to determine you are who you say you are.

Inclusion on our Single Central Record (SCR).

Prohibition checks for appropriate applicants.

Proof of right to work in the UK must also be provided.

### **Probation**

All new staff will be subject to the INWS probation procedure for a period of six months.

The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification.

This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

### **Equal Opportunities**

INWS recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds.

INWS takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences.

This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community.

INWS is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **General Data Protection Regulation**

INWS is committed to ensuring that your privacy is protected.

By signing a contract of employment you will agree for INWS , and/or agents appointed by the Trust, to process your personal data, including "sensitive personal data" as defined in the General Data Protection

Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures.

The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to INWS.

*Impact North West Schools Ltd are committed to safeguarding and promoting the welfare of children and expects all staff, visitors, and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post.*