

One Education Ltd

**Safeguarding & School Attendance Adviser
Job Description**

The post holder reports to the Head of Service and Senior Adviser.

Apart from team members the main contacts of the job are Head Teachers, School Governors, Attendance Leads, DSLs, Teachers, School Staff, Colleagues within One Education, Elected Members, Stakeholders, Staff within Multi Agency Teams, Regional/National Agencies, Local forums, Employers, Professional Associations, Parents/Carers and pupils.

Main purpose of the job:

- Provide a high-quality, specialist service direct to Schools, Academies and Local Authorities to promote safeguarding and support improved attendance in schools and across Trusts.
- To ensure the safeguarding of pupils by implementing statutory guidance.
- To ensure that pupils are able to access the educational opportunities available to them by ensuring attendance and punctuality at school.

Main duties and responsibilities:

1. To respond to school and Trust demands for support, guidance and training in order to promote safeguarding and school attendance across settings.
2. To support Head teachers, Senior Leaders, DSLs and Attendance staff to assess, identify and implement appropriate strategies to effectively utilise resources, both as a whole school approach and as 1-1 support.
3. To actively participate in developing and delivering training for schools and Trusts, including at conferences and One Education events.
4. To take an active role in ensuring that safeguarding and attendance procedures are in place within settings, in line with national and local guidance.
5. To be familiar with MIS systems in schools and collate, analyse and produce pupil data reports. Identifying patterns and trends to inform future service delivery and strategic direction to implement improvements in school.
6. To undertake individual pupil casework on behalf of schools, academies and local authorities and to co-ordinate, plan and carry out home visits and lone working. To deliver joint visits with other appropriate services e.g. School staff, Police, Health, Social Care and Caseworkers.

7. To assist schools and academies to identify vulnerable pupils and implement the appropriate strategies to meet their individual needs.
8. To support with legal sanctions regarding non-attendance at school where appropriate, within the DfE and local authority guidelines.
9. The post holder will create and sustain effective partnerships and excellent working relationships with pupils, parent/carers, the wider community and external agencies, ensuring collaborative working to improve outcomes for pupils at school.
10. To effectively manage and deliver a workload including advice, consultancy, training and services in response to commissions.
11. Keep abreast of the developments in the field of safeguarding and school attendance by attending relevant training or events and reading relevant bulletins and publications.
12. To work as part of a team and contribute to the achievement of the team's objectives and responsibilities.
13. To ensure high levels of productivity in relation to chargeable activities underpinned by accurate record keeping on all systems.
14. Have due regard to the company's policies and procedures, business and other plans, strategies and objectives and contribute to the overall ethos/work/aims of One Education.
15. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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School Attendance & Safeguarding Adviser

Person Specification

For this job we are looking for:

- Relevant qualifications and experience for working with children, particularly within safeguarding and pupil attendance, with awareness of school procedures.
- Ability to plan and prioritise own workload and meet deadlines within fixed, sometimes conflicting, timescales.
- Excellent IT skills, including word processing, databases, spreadsheets, and internet /intranet email.
- High level written, oral and listening communication skills for effective interaction with external contacts including members of the public, elected members and staff at all levels.
- Ability to anticipate and plan for future requirements relating to the work and development of the team.
- Ability to adapt to challenging situations and people, and respond appropriately using negotiation and influencing skills to achieve objectives.
- Ability to work as part of a team and openly and collaboratively with One Education, schools and academies, local authorities and multi-agency colleagues, while understanding issues around confidentiality.
- Knowledge and experience of working with children, young people and families and dealing with barriers to education.
- Knowledge and experience of statutory legislation, guidelines and policies on pupil attendance and safeguarding.
- Ability to confidently participate in the development and delivery of training.
- Analytical and problem-solving skills and the ability to identify practical solutions.
- Flexibility in approaches to work including service locations, arrangements and working outside core hours.
- Ability to drive and have access to a car – or have equivalent mobility.

Personal Style and Behaviour:

- Drive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes.
- Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships which generate confidence and respect.
- Personal commitment to excellence in service delivery.
- Flexibility to adapt to changing workload demands and new organisational challenges.
- Desire to pursue own personal development and take full advantage of training provided.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards.
- Ongoing commitment to inclusive education practices and equality of opportunity.
- Personal commitment to ensure the Education Welfare and Safeguarding team is accessible and responds appropriately to the diverse needs of service users.
- Willing to work in line with the business needs.
- Willingness to consent to and apply for an enhanced disclosure DBS check.