



ASSISTANT HEADTEACHER (Attendance and Safeguarding)

Salary range: L13-17 (Fringe)

Line managing (direct): Typically 4 to 6

Reporting to: Deputy Headteacher

Job Purpose: Attendance and Safeguarding

Main duties and responsibilities

Support the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school

Support the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body

Support the Headteacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that student attendance is high and safeguarding is exemplary.

Report to the Deputy Headteacher, Pastoral and Behaviour

Report to Governors as appropriate

Management of Attendance

- Lead on all attendance and punctuality matters
- Take responsibility for the content of the attendance reporting of the School Development Plan, its creation, its monitoring and the fulfilment of its targets, delegating where necessary
- To develop and implement a strategy to ensure student attendance meets its annual target and to strive for annual improvements in attendance for all students
- To ensure there is timely intervention for all students whose attendance drops below the required level and to liaise with parents and outside agencies as required
- Support with all aspects of the Pastoral Team meetings and deputise for Deputy Headteacher, Pastoral and Behaviour
- Be aware of the safeguarding needs of all individual new starters
- Deal directly with safeguarding concerns from parents, staff and students including those which have been escalated above Heads of Years
- Have a good understanding and knowledge of personal development of children and adolescents, keeping up to date with relevant issues affecting them and providing or seeking support to meet their needs
- Keeping abreast of educational issues in the wider community and sharing those issues with the teachers
- Provide and promote pastoral liaison between different sections of the school

Relationship with Pastoral Practitioners

- Work closely with and line manage the Heads of Years in the fulfilment of their pastoral duties relating to safeguarding and attendance

- Line manage Attendance Officer, Heads of Year and Pastoral staff where necessary
- Work with Heads of Years and Heads of Department, ensuring consistency across the school in respect of safeguarding and analysing pastoral data including attendance and late arrivals to look for trends and emerging issues

Relationship with Senior Leadership Team

- Have general oversight of attendance and safeguarding across the school, working closely with the Deputy Headteacher, Pastoral and Behaviour and Heads of Years
- Liaising with the Deputy Headteacher, Pastoral and Behaviour on all safeguarding and attendance concerns
- Liaising with outside agencies as required and reporting outcomes to the Senior Leadership Team
- Recommending safeguarding based INSET and CPD for teaching staff, ensuring all staff have read and recorded as read KCSIE annually
- Annual safeguarding training for Governors and annual safeguarding report to Governors

Management of Safeguarding

- Creating and maintaining an open safeguarding culture of 'it could happen here'
- Ensure suitable safeguarding induction and training is put in place for new staff
- Act as the schools designated safeguarding lead (DSL) or Deputy (DDSL) promoting a school wide culture of safeguarding, keeping the Headteacher and Senior Deputy Head and Deputy Headteacher, Pastoral and Behaviour informed of safeguarding issues
- Use CPOMS to log and triage all safeguarding and child protection concerns
- Where appropriate, prepare risk assessments for students who are vulnerable and in need of careful monitoring or a change in their educational arrangements

Development of Attendance and Pastoral Policies

- Be responsible for all policies relevant to student attendance and safeguarding
- To ensure school policies related to safeguarding are followed by all staff and that all staff are held accountable for their implementation and success
- Ensure school policies related to attendance, meet statutory guidance, are relevant, up to date and clearly understood

Other Responsibilities

- Assist with efficient running of the school's performance management system (appraisal)
- Attend GCSE/A Level results day in the summer holiday and expedite all students' future pathway to sixth form or alternative provision
- Attend Governors' Meetings when required
- Prepare documentation and lead 1a, 1b, EWO and fining processes
- Monitor, evaluate and present attendance, punctuality and safeguarding data from the schools' information management systems to ensure issues are completed, trends are known and data is accurate
- Develop a positive attendance and safeguarding culture through the school's reward system, prefects, assemblies and improving the half-termly attendance data.
- Ensure the students take a pride in their appearance and take the lead in ensuring uniform standards are upheld
- When required, assisting in the recruitment of new staff