



Taunton Deane
Partnership College

Taunton Deane Partnership College
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Taunton Deane Partnership College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION

Job Title: Welfare & Attendance Lead

Grade: Grade 11

Main Purpose of Job:

To be Deputy Designated Safeguarding Lead (DDSL) working with the Designated Safeguarding Lead (DSL) and Safeguarding Team in the delivery of an effective safeguarding service on a day-to-day basis across all TDPC sites.

To lead TDPC attendance processes in line with the Attendance policy, ensuring that a graduated response is implemented to improve attendance for individual pupils and the school as a whole.

To lead Day 6 initial home visits following permanent exclusion for KS3 and KS4 students planning the initial induction and ensuring relevant information is shared.

Main Responsibilities and Duties:

Safeguarding

- To be a Deputy Designated Safeguarding Lead (DDSL) being part of the core response to all safeguarding concerns as they arise and taking a lead role in the work of the team.
- To attend regular safeguarding training, to include training to the same level as DSL.
- To be committed to the safeguarding of all pupils and as part of the Safeguarding Team, ensure all staff can fulfil their safeguarding responsibilities.
- To have responsibility for all administration processes related to the safeguarding of students, including transfer of safeguarding information and files from/to other schools, and maintaining records in My Concern.
- To support the DSL with the completion of Early Help Assessments (EHAs) and other referral processes.
- Under the guidance of the DSL, to make timely external referrals and seek guidance from a range of agencies, including Children's Social Care and Family Intervention Service, in order to appropriately safeguard and support students.
- Where requested by the DSL/Headteacher, to attend a range of external meetings - including child protection conferences, strategy discussions, core groups, child in need meetings, team around the family meetings.
- To attend and contribute to the weekly Safeguarding meeting.

- To lead the internal On Roll/Off Roll meeting.
- To contribute to the Annual Safeguarding Audit.
- To maintain up to date, accurate, confidential records.
- To provide, collate and monitor regular, accurate and timely data on safeguarding and child protection incidents and outcomes.
- To input into the design of safeguarding systems, policies and procedures.
- To keep informed of current legislation, statutory and other guidance with regards to safeguarding and child protection, cascading the information accordingly to leaders and other staff.
- To support the development and monitoring of student awareness of safeguarding and child protection.
- To establish and maintain positive and professional relationships with students, parents/carers, colleagues and others as part of duties, which may include directing working with students and parents/carers and other colleagues to ensure TDPC's safeguarding responsibilities are met.
- To be part of the rota checking the Safeguarding email in holiday times.
- Any other duties commensurate with the grade as appropriate.

Attendance

- Advise the Senior Leaders and Management Committee on strategies to promote the regular attendance of all pupils in the school.
- Lead on the development and implementation of strategies for improving attendance including whole-school initiatives and targeted interventions.
- Understand and implement the school's Attendance Policy.
- Work on initiatives to raise awareness of the importance of good attendance amongst the school community.
- Maintain a working knowledge of legislation and statutory framework relating to school attendance and ensure that the school is operating in line with its statutory responsibilities towards pupils.
- Work with the Education Engagement Service, the LA and the SLT to escalate cases where appropriate e.g. by referring pupils with concerning attendance rates.
- Meet with pupils/families in response to attendance concerns and co-ordinate and delegate home visits or meetings in school to encourage improved attendance.
- Maintain contact with these families to ensure any plans for improving attendance and punctuality are adhered to.
- Analyse school attendance data to identify trends, key areas of concern and areas for improvement.
- Initiate court and fine proceedings for persistent absentees.
- Identify pupils with patterns of poor attendance and co-ordinate schools' response through the attendance team.
- Work with the pastoral support team to ensure the wellbeing of pupils who are struggling with attendance is supported.
- Take the lead on developing any attendance case studies.
- Make home visits where necessary, in line with the relevant school policies.
- Produce attendance reports and detailed action plans based on the outcomes of these reports regularly. Report these to the Management Committee as required.
- Make sure attendance registers are completed by Office staff and check that all coding used to categorise attendance is correct.
- Keep accurate and clear records of all interventions and consultations conducted.
- Keep up to date records of unexplained absence and any follow-up actions.
- Send out general communications to parents and pupils about attendance and handle queries.
- Ensure that attendance data is stored in accordance with the Data Protection Policy and take responsibility for securely erasing expired data under the leadership of the DPO.

Day 6

- To lead Day 6 initial home visits to pupils who have been permanently excluded in KS3 and KS4, ensuring information is shared with SLT and, where necessary, complete an initial risk assessment and disseminate.
- Liaise with excluding school where necessary to gather further information.

- Advise Leaders of the needs of new pupils to agree appropriate provision for them.
- Arrange initial student Induction for baseline assessments and completion of Pupil Profile with staff team.
- Communicate with Professionals around Day 6 in the Local Authority as required.

Line management responsibilities

- Take line management responsibility for the Welfare & Safeguarding Officer.

Facts and Figures: *(Line management, budget and no. of pupils)*

TDPC is a complex Pupil Referral Unit. It meets the needs of the following cohorts:

- Pupils who are permanently excluded or Hard to Place
- Partnership Placements
- SEND named placements

As stated above, this post includes the line management responsibility for the Welfare & Safeguarding Officer.

The post holder will be line managed by TDPC's Designated Safeguarding Lead.

Decision Making: *Give examples of the types of decisions which the job holder has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice*

The post holder will have autonomy in planning of work; following deadlines set by the DSL and as determined by others e.g. meetings to attend, referral deadlines.

Additional Information: *Anything else which is relevant to the job which is not adequately covered elsewhere*

TDPC is a split-site school and the postholder must be able to travel between sites and to partner schools as required.

TDPC is deemed mainstream and inspected as a Mainstream Alternative Provision School.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

Signature:

Date:

Designated Senior Manager:

Signature:

Date: