Job Description

Job Title:	**Service Area:**
Safeguarding Attendance & Welfare Manager	Newham PRUs
Grade:	**Date last updated:**
PO2 (35-38)	April 2017

EQUALITY AND DIVERSITY
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To ensure all students on the role of Newham PRUs receive a high level of quality attendance and welfare support and monitoring, including tracking in to post 16. To be achieved through direct delivery, management, and co-ordination within staff, referring schools, the Local Authority and other external agencies.

To co-ordinate all KS4 full time alternative education referrals and ensure a high standard of professional practice in the promotion of school attendance and child protection.

Accountabilities

1. The post holder is accountable to:
    - The Head of School for Tunmarsh and Newham PRUs Head Teacher
    - The Newham PRUs Senior Leadership Team – who are based across 2 sites and manage teams and provisions for pupils at each site

Job Context

New Directions and Tunmarsh PRU are registered as Pupil Referral Units which report to a single management committee.

Duties & Responsibilities:

1. To be a Designated Safeguarding Officer across Newham PRUs with specific responsibility for Tunmarsh School and associated provisions.

2. To work together with Newham PRUs Leadership Team to ensure robust and effective safeguarding practice and policy is in place across all sites ad provisions of Newham PRUs.

3. To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning, including the development of a whole school attendance policy and liaison with Management Committee as appropriate.

4. To act as children's education advocate and to facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.

5. To lead on the implementation of Attendance Policy and strategy across Newham PRUs. This includes advising and supporting the school in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.

6. To take supportive/remedial action in respect of children with socially-related emotional/behavioural difficulties in school and those with special educational needs; and to provide advice and assistance for parents, carers and pupils in all matters related to exclusions from school.

7. To take statutory action over non-attendance cases when necessary, including presentation of cases in court, under the Education Act 1996 and the Children Act 1989; and to be the designated supervisor for Education Supervision Orders.

8. To support with the admissions process for new students. To maintain accurate pupil records, ensuring all new pupils joining the school and those leaving are recorded on the school's administration systems.

9. In conjunction with school staff and external agencies as appropriate, to participate in the comprehensive assessment of new pupils to identify those in need of extra help to overcome barriers to learning.

10. Where there is a risk of, or has been a breakdown of provision, refer cases to LA Behaviour Support & Attendance Team, providing evidence of action and support, for advice from Panel.

11. To maintain student records and files in line with school procedures

12. To develop and sustain effective working partnerships with schools and other agencies,

13. Manage and supervise support staff with responsibilities associated with supporting and improving attendance. Schedule and Lead a cycle of attendance meetings to ensure continuing improved practice across the school.

14. Attend & record meetings across Newham PRUs where necessary to support with the management of attendance and safeguarding concerns.

15. To proactively maintain and develop contacts with other statutory and voluntary agencies.

16. Work collaboratively with colleagues across both Newham PRUs under the direction of the head teacher and the senior leadership team to devise appropriate attendance targets for individual pupils and improve attendance across the schools.

17. Work closely with Local Authority Behaviour Support & Attendance Team to ensure students are supported through transition and in improving and maintaining attendance.

18. To implement Newham PRUs equal opportunities policies fully and to work actively to overcome and prevent discrimination on grounds of race, sex, disability, sexuality and status in any part of Newham PRUs.

19. Keep up to date, implement and work in accordance with National and local Guidance and Policy relating to Safeguarding and School Attendance.

20. To carry out duties associated with Designated Safeguarding Officer including attending initial/review case conferences & professional meetings for students subject to a Child Protection Plan. Maintain secure student files for those students subject to Child Protection Plans.

21. To encourage team members to participate in appropriate in-service training and to promote their professional development.

22. The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

NEWHAM PRUs

Personal Specification

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Grade: PO2 (35-38)	**Date last updated:** April 2017

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	**METHOD OF ASSESSMENT**
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
Knowledge & Skills	
High level of knowledge in relation to strategies for promoting school attendance.	Application Form/Interview
To develop, implement, monitor and evaluate procedures in education setting.	Application Form/Interview
Knowledge of education legislation.	Application Form/Interview
Knowledge of 14-19 curriculum.	Application Form/Interview
Knowledge of context of the 14-19 agenda.	Application Form/Interview

Qualifications Level 3 Safeguarding and associated Safeguarding qualifications	Application Form
Experience Experience of Education Welfare work. Experience of leading and managing safeguarding responsibilities within a school context	Application Form/Interview Application Form/Interview
Skills and Abilities Thorough understanding of equal opportunities issues. Understanding of the relationship between schools, stakeholders and local education authority. Understanding of how to set targets and monitor the performance of a team. Awareness of legislation on school attendance, child protection and the employment of children.	Application Form/Interview Application Form/Interview Application Form/Interview/Test Application Form/Interview
Personal Style and Behaviour Demonstrates a commitment to public service and its partnership arrangements Demonstrates flexible, resilient and sensitive behaviours appropriately Demonstrates positive behaviour in adversity	Application Form/Interview Application Form/Interview Application Form/Interview
Other The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEBD setting.	Application Form/Interview