



Job Description: Attendance Manager & Deputy Designated Safeguarding Lead (DDSL)

Reports to: Assistant Principal for Personal Development and Attendance

Start date: As soon possible

Contract: Permanent, All Year Around or Term Time considered

Salary: Grade 8 (£38,065-£44,231) (*If term-time only, the salary will be pro-rated*)

Hours: 08:00am to 16:30pm

The Role:

The Attendance Manager & Deputy Designated Safeguarding Lead (DDSL) will play a key role in supporting the Academy's Safeguarding Team in promoting the welfare, safety and attendance of all students within the Academy.

The postholder will manage and lead the Academy's attendance function, providing operational leadership to improve student attendance and maintain effective safeguarding systems, processes and practices across the Academy. The postholder will also act as one of the Academy's Deputy Designated Safeguarding Leads (DDSLs), supporting the wider Safeguarding Team to respond to safeguarding and welfare concerns and promote the safety and wellbeing of students.

The postholder will also support the Academy's operational approach to attendance, punctuality and pupil welfare, helping to ensure attendance is monitored effectively, barriers to attendance are identified, and appropriate support and interventions are coordinated in conjunction with relevant colleagues.

The role will require close partnership working with pupils, parents/carers, Academy staff, the Local Authority and a wide range of external agencies, under the direction of the appropriate Academy leads where safeguarding matters are concerned.

The postholder will contribute to a culture in which attendance is everyone's responsibility, safeguarding is embedded in everyday practice, pupils' voices are heard, and vulnerable children and families receive appropriate support.

Key Responsibilities:

Safeguarding & Child Protection

- Support the Safeguarding Team in fulfilling the Academy's safeguarding and child protection responsibilities.
- Support with the recording, monitoring and follow-up of safeguarding and welfare concerns, ensuring accurate information is maintained on the Academy's safeguarding system.
- Support with referrals and communication with MASH, EIT, Children's Social Care, Police, Prevent/Channel and other relevant agencies, as directed by the appropriate safeguarding lead.
- Support the Safeguarding Team in monitoring vulnerable pupils, including Children in Need, students subject to Child Protection Plans, looked-after children, students with SEND and pupils at risk of exploitation or serious violence.
- Attend and contribute to Child Protection Conferences, Core Groups, TAC meetings, strategy meetings and other multi-agency meetings where requested by the DSL/DDSL or appropriate safeguarding lead.
- Ensure Academy policies and procedures relating to safeguarding, attendance, welfare and CME are implemented consistently.

Attendance & Punctuality

- Support the Academy's day-to-day approach to attendance and punctuality and contribute to promoting a culture of high attendance.
- Monitor attendance daily and identify absence, persistent absence, severe absence and emerging patterns of concern.
- Analyse attendance and welfare data to identify trends, risks and vulnerable groups and provide reports as required.
- Support the maintenance of accurate attendance registers, coding and records in line with statutory requirements.
- Work with Deans, pastoral teams and other staff to identify barriers to attendance and implement agreed interventions.
- Meet with students and parents/carers to establish reasons for absence and agree appropriate support, targets and review dates.



- Maintain accurate attendance action plans, records and attendance trackers.
- Monitor the attendance of vulnerable students and share any safeguarding concerns or emerging patterns promptly with the Safeguarding Team.
- Produce regular attendance reports and analysis for SLT, governors and other stakeholders as required.
- Support the implementation and review of the Academy's Attendance Policy.

Attendance Intervention & Family Support

- Support the escalation of persistent and severe absence cases in line with Academy and Local Authority procedures.
- Liaise with the Local Authority and other relevant services and support referrals, Penalty Notice requests or other attendance interventions where appropriate.
- Maintain accurate records of interventions, meetings, parental communication and welfare visits.
- Work positively with students and families to address welfare or attendance concerns and remove barriers to education.
- Conduct or support welfare/home visits in accordance with Academy procedures and risk assessments.
- Support Early Help and other interventions, escalating safeguarding concerns to the Safeguarding Team where identified.
- Support the Academy's Children Missing Education (CME) and student registration procedures.
- Monitor pupils who are unexpectedly absent or at risk of becoming missing from education and escalate concerns appropriately.
- Support required checks, record keeping and liaison with the Local Authority regarding student movements, dual registration and off-roll processes.

Academy Culture

- Uphold the values in the Academy Culture Pyramid
- Support the academy's values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To be active in issues of student welfare and support
- Support and work in collaboration with colleagues and other professional in and beyond the school and providing other support as required.

Other

- Carry out other reasonable tasks as directed by the Executive Principal and ALT
- To work collaboratively as a member of the Business Support Team
- To carry out first aid, fire marshal duties, lunch till duties, if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g., summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder



Person Specification: Attendance Manager & Deputy Designated Safeguarding Lead (DDSL)

Qualification Criteria

- Right to work in UK
- English and Mathematics GCSE at grade C/4 or above (or equivalent)

Experience

- Experience of working with children and young people in an education, safeguarding, welfare or related setting.
- Experience of managing attendance, welfare or safeguarding cases.
- Knowledge of safeguarding and child protection procedures.
- Knowledge of attendance legislation, statutory guidance and effective attendance interventions.
- Understanding of persistent/severe absence and Children Missing Education.
- Experience of working with parents/carers and external agencies.
- Experience of maintaining confidential records and analysing data.
- Strong communication, organisation and case-management skills.
- Ability to manage sensitive and challenging situations professionally.
- Ability to work independently while recognising when matters require escalation.
- Commitment to safeguarding, pupil welfare, inclusion and improving outcomes for children.
- Willingness to undertake and maintain appropriate DDSL/safeguarding training.
- Have experience in attendance, entering data, analysing data and Excel
- Have good all-round knowledge of the workings of an attendance office
- Be proficient in the use of systems

Personal characteristics

- Effective leadership worker: helpful, friendly and able to make good judgements and lead when required
- Adaptable, organised and able to work with minimum supervision
- Demonstrates resilience, motivation and commitment to high standards of work and achieving excellence
- Approachable, flexible, calm and caring with a 'can-do' attitude
- Understands the importance of confidentiality and discretion
- Keen to learn and develop own skills

Specific skills

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Excellent administrative and organisational skills
- Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and expectations to establish outstanding behaviour management
- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instil and ensure high expectations and the Globe Values outlined in our Culture Pyramid
- The courage and conviction to make a difference

Other

- The post holder must be committed to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).