

## JOB DESCRIPTION

<b>Section:</b> Pastoral	<b>Reports to:</b> Academy Lead SWAM
<b>Job Title:</b> Campus SWAM	<b>Grade/Salary Range:</b> NJC Range 7 £33,945 - £37,336
<b>Working Pattern:</b> 42.5 hours per week	<b>Working Weeks per annum:</b> 39

### PURPOSE OF JOB

- Designated Safeguarding Lead for a Campus within Chiltern Way Academy, ensuring all staff on Campus are trained and safeguarding matters are dealt with efficiently
- Be dedicated in improving the outcomes of our more vulnerable and disaffected students
- To improve attendance rates at the Campus, reduce student absence and to engage with families to support them to ensure they fulfil their legal responsibilities
- To facilitate effective partnership between parents and school. To work in partnership with colleagues and others to contribute to the reduction of disaffection, anti-social behaviour and youth crime
- To work effectively with outside agencies on all safeguarding matters
- Member of the Senior Leadership Team, attending SLT meetings when required

### MAIN DUTIES AND RESPONSIBILITIES

#### Attendance

- To ensure early intervention when attendance drops below 85%, evidencing all steps taken.
- To be responsible for ensuring that accurate pupil attendance records are kept
- To be responsible for ensuring that all new pupils joining the school and those leaving are recorded on the school's administration systems
- Interview pupils, parents and others on site, at their home or any other venue
- Follow prosecution procedures, delivering cautions, preparing evidence for fixed penalty notices in line with the local code of conduct, being the holding officer on parenting orders, Education Supervision Orders, and other education related orders
- To ensure a range of school records and data, relating to pupil attendance records. To respond to requests for such data from senior tutors, SENCO's, Heads of Campus etc and assist in the interpretation of such data and information
- To present data in an accessible way for a variety of stakeholders
- To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information

- To lead in the communication of the procedures and rules necessary for the correct functioning of the attendance system
- To ensure communication with parents/guardians of absent students and to send out the appropriate correspondence to parents/guardians after three days of non-attendance from pupils
- To monitor the attendance of 'groups' of students taking positive action to increase attendance and engagement when necessary

#### **Parental Support and Guidance**

- Offer appropriate targeted support to families and young people which enables them to engage fully in education provision and to contribute to multi agency working groups that work to reduce youth involvement in anti-social behaviour and crime as both victims and perpetrators
- Be aware of and adhere to all child protection procedures ensuring the safety of young people remains paramount
- Ensure case conferences and liaison with professionals from other agencies takes place where appropriate

#### **Safeguarding**

- Designated Safeguarding lead for one Campus
- Ensure all statutory processes are followed at CWA, including relevant posters
- To lead the designated staff for child protection in the Campus and deal appropriately with child protection issues
- Advocate for safeguarding in the school, ensuring it is a high priority for all
- Ensuring all staff are appropriately trained and updated on the latest safeguarding advice and this is recorded on Smartlog. This includes Safeguarding, PREVENT, e-safety, CEOP etc
- Facilitating or delivering training at the Campus where required

#### **SLT/Leadership Responsibility**

- Member of the Campus Senior Leadership Team
- Providing reports and data for Heads of Campus, Academy SWAM and Trustees where required
- To deliver whole school and off site training where appropriate

#### **MAIN DUTIES AND RESPONSIBILITIES – OTHER**

**To carry out duties in accordance with the Academy's values, mission and vision.**

**To complete any reasonable requests by the Academy SWAM or Heads of Campus.**

**To create a framework where the needs of staff, from a supervision perspective, can be met.**

**Attend INSET, appropriate training and relevant meetings as required and participate in the school's staff performance.**

**Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.**

**Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Line Manager or Head of Campus, without changing their general character or the level of responsibility entailed.*

**Signature Line Manager: .....**

**Signature Job Holder:.....**

**Date:.....**