



Woodeaton Manor School

“Reducing Barriers to Expand Horizons”

Job Description – SEND Special School Attendance Officer & Deputy Designated Safeguarding Officer (DDSL)

Job Purpose:

The Attendance Officer & Deputy Designated Safeguarding Officer (DDSL) is responsible for monitoring and improving pupil attendance, ensuring compliance with legal requirements, and supporting safeguarding procedures. The role involves working closely with students, families, and staff to promote excellent attendance and address any barriers to school engagement, while also supporting the Designated Safeguarding Lead (DSL) in maintaining a safe and secure environment for all pupils.

Key Responsibilities:

Attendance Duties:

- Monitor and track daily pupil attendance, identifying patterns of absence and lateness.
- Work closely with families to understand and address barriers to attendance, offering support and interventions.
- Liaise with external agencies such as the Local Authority Attendance Team, Educational Welfare Services, and social services where necessary.
- Maintain accurate and up-to-date attendance records (including coding) using school management systems.
- Implement school attendance policies and strategies, ensuring compliance with statutory requirements.
- Prepare and present reports on attendance trends and concerns to senior leadership.
- Work with pastoral and SEND teams to develop attendance improvement plans for students with additional needs.
- Support early intervention strategies, home visits, and parent meetings to address persistent absence.

Safeguarding Duties (DDSL):

- Support the Designated Safeguarding Lead (DSL) in ensuring the safeguarding and protection of all pupils.
- Act as a point of contact for safeguarding concerns when the DSL is unavailable.
- Maintain up-to-date safeguarding records and contribute to multi-agency meetings, case conferences, and referrals.



- Provide guidance and support to staff on safeguarding matters, ensuring compliance with Keeping Children Safe in Education (KCSIE) and other relevant guidance.
- Support the monitoring of Alternative Provision
- Support risk assessments for vulnerable pupils and implement safeguarding action plans where required.
- Ensure the school's safeguarding policies are effectively implemented and reviewed regularly.

Person Specification:

Desirable Qualifications & Experience:

- Experience working within an educational or pastoral setting, ideally in a SEND environment.
- Experience liaising with multi-agency professionals and working with families.
- Proficiency in using information management systems
- Knowledge of safeguarding in schools and willingness to complete Designated Safeguarding Lead (DSL) training.

Desirable Skills & Attributes:

- Excellent communication and interpersonal skills, with the ability to build strong relationships with students, parents, and external agencies.
- Strong organisational and analytical skills to track and interpret attendance data.
- The ability to handle sensitive information with **confidentiality and discretion**.
- A proactive and solution-focused approach to attendance and safeguarding challenges.
- Ability to work flexibly and effectively under pressure.

Additional Information:

- The post holder will be required to undergo an Enhanced DBS check.
- Commitment to ongoing professional development in attendance management and safeguarding.
- Occasional home visits and out-of-school hours meetings may be required.

This role is vital in ensuring that students within a SEND setting attend school regularly and receive the necessary support to thrive. The successful candidate will play a key role

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in safeguarding and promoting the welfare of children while working collaboratively with school staff, families, and external agencies.

The successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant's most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.

Please send your completed application form to recruitment@woodeaton.oxon.sch.uk
If you would like to arrange a visit to look around the school, please ring 01865 558722

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