**Job Title: Deputy Designated Safeguarding Lead (DDSL) and Attendance Officer**

**Responsible to: Deputy Headteacher and DSL**

**Grade: H24-H28 Term Time Only**

**Location: Endeavour Academy Bexley**

# Job Description

## Purpose of the Role

To support the Designated Safeguarding Lead in ensuring effective safeguarding practice across the school, promoting the welfare of all pupils, and fulfilling statutory duties under *Keeping Children Safe in Education (KCSIE)* and *Working Together to Safeguard Children*.  
 Additionally, to oversee pupil attendance, working proactively with staff, pupils, families, and external agencies to promote high levels of attendance and punctuality, reducing persistent absence and supporting pupils at risk.

## Key Responsibilities

### Safeguarding (Deputy DSL Duties)

* Act as a first point of contact for safeguarding concerns in the absence of the DSL.
* Support the DSL in managing referrals to children’s social care, the police, or other relevant agencies.
* Maintain accurate, confidential, and up-to-date safeguarding records using the school’s systems.
* Contribute to the development and implementation of safeguarding policies, procedures, and staff training.
* Support staff in recognising and reporting safeguarding concerns, ensuring a robust culture of vigilance.
* Attend and contribute to case conferences, core group meetings, and multi-agency meetings as required.
* Deliver or assist with safeguarding training and updates for staff and volunteers.
* Monitor safeguarding data and trends, contributing to reports for the Senior Leadership Team (SLT) and governors.

### Attendance

* Monitor daily pupil attendance, follow up unexplained absences, and implement first-day response systems.
* Work with families and external agencies to address barriers to attendance, ensuring compliance with statutory guidance.
* Identify patterns of persistent absence and lateness, and develop intervention plans with pupils and families.
* Issue attendance reports and maintain accurate records in line with school policies and legal requirements.
* Promote the importance of good attendance through assemblies, newsletters, and parent communications.
* Liaise with teaching staff, pastoral teams, and external agencies to support pupils with attendance concerns.
* Contribute to strategies to improve whole-school attendance rates.

## General Duties

* Uphold the school’s values, policies, and code of conduct.
* Maintain confidentiality at all times.
* Undertake relevant training to keep up to date with safeguarding and attendance legislation.
* Carry out other reasonable duties as requested by the Headteacher or DSL.

## Person Specification

**Essential:**

* Knowledge of safeguarding legislation (KCSIE, Working Together, local safeguarding procedures).
* Experience working with children and families in an educational or social care setting.
* Excellent organisational skills with the ability to prioritise effectively.
* Strong communication and interpersonal skills, with the ability to build trust with pupils, staff, and parents.
* Ability to handle sensitive information with discretion and maintain accurate records.
* Competence in using school management systems (e.g. SIMS, Arbor) and Microsoft Office.

**Desirable:**

* Previous experience as a safeguarding officer or attendance officer.
* Knowledge of school attendance legislation and statutory guidance.
* Training in child protection, safeguarding, or related fields.
* Ability to deliver staff training.

## 

## Safeguarding Statement

Endeavour Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and provide references prior to appointment.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.