

Rose Hill Primary School

Job Description: Attendance and Safeguarding Assistant

This job description applies to _____ with specific DSL responsibility.

The Trust and School are committed to safeguarding and promoting the welfare and well-being of children and young people and expects all staff and volunteers to share this commitment.

Overview of role:	The Pastoral Lead will support the emotional wellbeing and personal development of pupils. This role is central to fostering a safe, inclusive, and nurturing school environment where every child feels valued and supported. As part of the role of Attendance and Safeguarding Assistant with DSL responsibilities they have must have the authority to manage safeguarding, child protection, and online safety in the school. The DSL supports staff, works with partner agencies, and ensures coordinated child welfare. Alongside the Assistant Principal, the DSL also promotes pupil attendance by ensuring Trust policy and strategies are implemented rigorously and consistently. The DSL's duties should be clearly defined, and they need adequate time, funding, training, resources, and support to perform their role effectively. Additionally, The role of medica lead across the school supports the care of pupils with medical needs and ensuring the school is equipped appropriately to support first-aid incidents within school.
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Assistant Designated Safeguarding Lead	• Act as Assistant Designated Safeguarding Lead (ADSL), supporting DSL with triage of concerns and safeguarding processes. • Provide advice and guidance to staff on safeguarding, Early Help, and pastoral matters. • Make safeguarding referrals in the absence of the DSL.
Attendance	• Ensure accurate taking of registers. • Monitor daily attendance data. • Make phone calls to follow up on non-attendance and attendance matters. • Make daily door knocks for non-attendance.
Perform the duties of Medical Lead	• Ensure medical records for pupils are up to date. • Ensure medicines in school are in date. • Ensure relevant permissions and instructions are sought for the administering of medicines in school. • Ensure first aid kits are stocked with appropriate resources.
Coordinating External Early Help Offer Including:	• Liaise with Assistant Principal regarding EH referrals • Work under direction from Assistant Principal/DSL in the coordination of EH

- Supporting Staff - Supporting Pupils - Supporting carers	• Act as a source of support, advice, and expertise for all staff. • Ensure staff are confident in handling welfare and safeguarding concerns. • Support staff during referral processes. • Ensure all staff understand the child protection policy and procedures and attend all compulsory training • Promote awareness of additional safeguarding training opportunities and local policies. • Support staff in identifying and responding to pupils' pastoral needs. • Ensure staff are aware of the progress and targets of pupils with social, emotional and behavioural needs. • Build trusted relationships with all pupils to facilitate communication. • Understand and respond to the needs of vulnerable children, including those with SEND, health conditions, or who are young carers. • Liaise with mental health leads and support teams where safeguarding concerns are linked to mental health. • Promote engagement with parents/carers, especially in challenging circumstances. • Act as a point of contact with safeguarding partners in the absence of the Assistant Principal and Principal. • Collaborate with staff across roles (e.g. SENDCo, HLTAs, LSAs, Mental Health Lead, IT technicians, pastoral staff) to ensure EH referrals and meetings are fully informed of relevant information. • Understand and apply data protection legislation (Data Protection Act 2018, UK GDPR). • Share relevant information with other schools, agencies, and practitioners to support children's welfare. • Maintain up-to-date child protection files with clear summaries, actions, decisions, and outcomes.
Support pupils to have a healthy therapeutic balance	• Provide support to pupils with social, emotional, and behavioural needs. • Promote positive behaviour and emotional resilience across the school. • Run during unstructured times support for pupils who require additional support. • Identify, assess and implement THRIVE based support for pupils across the school.
Managing referrals and record keeping	• Maintain up-to-date child protection files with clear summaries, actions, decisions, and outcomes. • Ensure secure storage and appropriate access to records. • Transfer child protection files securely when pupils move schools, ensuring confirmation of receipt.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with your salary and job title.
Job description will be reviewed annually at Professional Growth and Development review.

Signature Date
(Principal)

Signature Date
(Postholder)

Reviewed and signed at annual Professional Growth and Development review:

Sept 2026 Date

Sept 2027..... Date

Sept 2028..... Date