

Safeguarding, AP & Behaviour Coordinator
Job Description & Person Specification

Contract Type:	Permanent. Term Time Only.
Hours:	37 hours per week / 41 weeks per year, Monday to Friday / Term Time
Salary:	<p>Pay Scale Range 3, £27,711 - £30,559</p> <p>Term time working 37 hours and 41 weeks to include 2 weeks in the summer – actual salary is between £25,457.55 – 28,073.96</p>
DBS Disclosure Level:	Enhanced
Reports To:	<p>Head of Safeguarding, AP, Welfare, and Attendance</p> <p>The postholder will play a crucial role in supporting the school's safeguarding, behaviour, and attendance functions. They will assist in managing child protection records, liaise with external agencies, and coordinate safeguarding documentation and meetings. Additionally, they will support behaviour and attendance monitoring, including maintaining records, analysing data, and coordinating interventions.</p> <p>The role also involves providing oversight for alternative provision (AP), ensuring effective monitoring of pupil engagement and safeguarding compliance. This is likely to involve visiting APs. The postholder will manage scheduling, organise reports, and assist in training preparation. Acting as a key point of contact in the absence of senior safeguarding staff, they will contribute to maintaining a safe and supportive school environment.</p>
Key Responsibilities:	<p><u>Safeguarding Support</u></p> <ul style="list-style-type: none"> • Assist with the management of child protection files, ensuring accurate, up-to-date, and secure record-keeping. This will include liaising with other schools and external agencies when required. • Support in the preparation and documentation for safeguarding meetings (e.g., CiN, TAF, TAC, and PEP). You may be required to also attend some of these meetings, and in some circumstances lead a meeting. • Coordinate communication with external agencies for safeguarding referrals, ensuring follow-ups are completed. • Monitor daily safeguarding concerns raised by staff and escalate urgent cases to the Head of Safeguarding, AP, Welfare, and Attendance. • Act as a point of contact for staff and other stakeholders in the absence of the Head of Safeguarding, AP, Welfare, and Attendance. • Support the DSL and DDSLs with preparing safeguarding reports for SLT and Board meetings. • To co-ordinate school outreach/support to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to signpost to support services available. <p><u>Behaviour and Attendance Support, Designated Teacher Support</u></p>

- In liaison with the Office Manager to monitor attendance data daily, identifying patterns of concern and preparing reports for review.
- To provide support in the 'Designated Teacher' role ([The designated teacher for looked-after and previously looked-after children](#))
- Work with the Behavioural Lead to maintain and update safeguarding and behaviour incident records in the school's systems (e.g., Arbor), ensuring accuracy and compliance.
- Support and monitor the completion of staff debriefs following required behavioural incidents.
- Support SLT and the Behavioural Lead in reviewing and resolving behaviour incidents through the schools tracking system (Arbor).
- Support the Behavioural Lead in tracking and analysing behaviour data, ensuring interventions are documented and followed through.
- Work with the Behavioural Lead to provide administrative support for staff involved in behaviour management, quality assurance, and follow-ups.
- Coordinate attendance interventions, such as parent meetings or referrals, under the guidance of the Head of Safeguarding, AP, Welfare, and Attendance.
- Liaise with alternative provision providers to maintain robust monitoring of pupil engagement and safeguarding compliance.
- Help facilitate reintegration plans for pupils transitioning from alternative provision back into the school.

Alternative Provision (AP) Administration

- Manage the administrative aspects of AP referrals, including maintaining records and ensuring quality assurance documentation is up to date, and raising purchase orders.
- Coordinate visits to AP providers (in some cases to undertake the visit), supporting the Head of Safeguarding, AP, Welfare, and Attendance in quality assurance and safeguarding checks.
- Monitor pupil attendance and progress at AP, preparing reports for review by senior leaders.

Administrative and Operational Support

- Provide administration support for the preparation of reports, presentations, and data analysis related to safeguarding, behaviour, and attendance.
- Manage scheduling for meetings, training, and external liaison activities for the Head of Safeguarding, AP, Welfare, and Attendance.
- Organise and prepare agendas for Pastoral and Behaviour meetings and attend to take minutes or action points.
- Work collaboratively with the Head of Safeguarding, AP, Welfare, and Attendance teams to support effective scheduling and coordination.
- Ensure staff are regularly updated on safeguarding protocols through briefings, newsletters, and other communications.
- Assist with preparing materials for CPI and Child Protection training sessions and refresher courses.

- To work with other key administrative post-holders, and the leadership team in understanding all relevant aspects of the Schools Information Management System for the storage, production of information, statistics and reports associated with detailed pupil records.

General Duties

- Act as a liaison between the Head of Safeguarding, AP, Welfare, and Attendance and other staff members, filtering non-urgent issues to appropriate channels.
- Engage in ongoing professional development to remain current in safeguarding and behaviour management best practices.
- Assist in preparation for Ofsted inspections or audits related to safeguarding, behaviour, or attendance.
- Keep records in accordance with the company's record retention schedule and data protection law.
- Contribute to reporting documents for other staff.
- To contribute to whole Dorset Centre of Excellence or School events (for example Open Days) as and when required.
- Attendance at staff briefings when possible.
- Carry out filing, printing, scanning, archiving, and photocopying.
- Undertake any other duties commensurate with the post, as required to ensure the efficient and effective running of the school and company.
- Keep records in accordance with the company's record retention schedule and data protection law.
- Maintaining information on other school and company information systems.
- Perform all duties in a professional and confidential manner and in accordance with the employment manual, company policies and procedures.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager to meet the changing needs and demands of the company;
- Conduct yourself with professionalism, tact, and diplomacy always as a representative of the company.

This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION
Safeguarding, AP & Behaviour Coordinator

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Strong senior administration experience that requires a high degree of accuracy and attention to detail.	E
	2. Experience of working in a school / college environment.	E
	3. Supporting safeguarding, behaviour management, or attendance in a similar educational setting.	D
	4. Working with databases, excel and managing data input.	E
	5. Dealing with confidential and sensitive matters.	E
	6. Experience preparing reports, agendas, and minutes for safeguarding and behaviour-related meetings	D
	7. GCSE English & Maths grades C or above.	D
	8. Evidence of ongoing personal professional development.	E
	9. Experience liaising with external agencies such as social services, local authorities, and alternative provision providers.	D
	10. Experience using school management systems (e.g., Arbor) for record-keeping, reporting and data analysis.	D
Skills & Knowledge	1. Ability to identify and willingness to resolve problems.	E
	2. Have a high degree of accuracy and attention to detail.	E
	3. Excellent IT skills including MS 365, Teams, excel, word and other relevant technology.	E
	4. The ability to communicate clearly and concisely both orally and in writing (high standard of verbal and written communication skills).	E
	5. The ability to prioritise own workload and meet deadlines, with planning skills to balance conflicting demands.	E
	6. Confident and capable to work both independently and as part of a team, working collaboratively and supportively within the organisation.	E
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	7. Willingness to work flexibly in response to the needs of the company.	E
	8. Ability to inspire confidence and trust in others.	E
	9. Ability to build effective working relationships with all stakeholders based upon mutual respect and trust.	E
	10. Strong understanding of safeguarding policies, procedures, and best practices in schools.	D
	11. A good level of understanding of behaviour management, de-escalation and conflict resolution training (CPI) – training given.	
Personal Attributes	1. Compassionate and honest.	E
	2. A person with integrity and a strong moral compass.	E
	3. Calmness under pressure.	E
	4. Open minded and willing to take a fluid and creative approach to our growing company and school.	E
	5. Ability to remain calm and professional when dealing with sensitive safeguarding issues.	E
	6. Promoting the ethos and values of the company to all stakeholders.	E
	7. Commitment to maintaining confidentiality.	E
	8. Commitment to safeguarding and equality.	E
	9. Pro-active, enthusiastic, resilient, and positive with an open mind to change.	E
	10. Ability to relate well to children with SEND.	E
	11. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams.	E
	12. Ability to work occasional flexible hours to attend meetings and school events	E