



**Attendance Officer/Safeguarding Assistant**  
**Permanent Contract - 37 hours per week, term time + one week**  
**Scale E, Point 7, £10.60 to Point 11 £11.47 per hour, £17,511 per annum (based at Point 7)**  
**Required September 2022**

We are seeking to appoint a suitably qualified and experienced professional to take up the role of Attendance Officer/Safeguarding Assistant. The appointed person will work closely with the academy's Attendance Lead, Designated Safeguarding Lead and safeguarding team as well as all academy staff, to ensure the effective implementation of attendance and safeguarding policies and procedures across the academy. Actively working jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children. The candidate would be required to have good communication skills, be organised and it would be desirable if the candidate already has relevant experience or qualifications in a safeguarding role. The successful candidate will have knowledge of current child protection policies, procedures and legislation and will be familiar with KCSIE guidance.

We are determined to become outstanding in every respect and high quality and highly motivated staff are the key to this. We seek a collaborative and empowered culture with strong, well led, well managed and accountable teams playing their part in a true learning organisation. We place a high priority on leadership development at all levels.

This is an exceptional opportunity for candidates of the highest calibre to work within an innovative and supportive school. We can offer you:

- A successful and ambitious school
- A skilled, friendly, supportive and professional team of staff
- A commitment to provide leadership training and professional development opportunities of the highest quality
- A fantastic rural location.

If you would like to be part of our future, working with an employer who will listen to you, challenge and support you, as well as provide you with the resource to fulfil this fantastic opportunity, your application will be welcomed.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If appointed, you will be required to undertake a Disclosure Barring Service (DBS) check and comply with child protection policies and practices. You will also need to provide two satisfactory references.

A copy of the job description and electronic application form are available to download from our Trust careers page [Synergy Multi-Academy Trust - Careers \(synergymat.org.uk\)](http://synergymat.org.uk)

### **Background Information**

Litcham School is a highly regarded and successful co-educational 4-16 comprehensive with 771 pupils on roll. In September 2012, following two years of federation, Litcham High School and Litcham Primary School merged to form the all-through Litcham School. We wanted to take advantage of the exciting opportunities that this model offers, including cross-phase working and the creation of a coherent and innovative all-through curriculum. The

school joined the Synergy Multi-Academy Trust in September 2018, which has enabled staff from across the trust to share best practice. Outcomes at all phases of the school are very strong.

The school is situated in delightful surroundings in the historic village of Litcham and is within easy reach of the north Norfolk coast, Norwich and King's Lynn. Litcham is centrally-located in the county and there is a wide range of affordable housing in the area. Norfolk is a county of beautiful open country, inland waterways, an extensive coastline, attractive towns and villages and the fine city of Norwich. It is also an area of opportunity, good public services and a buoyant economy, all of which make it a fantastic place in which to live and work.

### **How to Apply**

To apply, please send your completed application form and a letter of application (maximum 2 sides of A4) outlining:

- Why you are the right person for this role
- How your experience has prepared you for this role

Please forward your completed application form to [rtaylorballs@litchamschool.org.uk](mailto:rtaylorballs@litchamschool.org.uk)

**Pre-application visits:** Visits to the school are strongly encouraged, please contact Rhonda Taylor-Balls, Headteacher's PA, to arrange – 01328 702005 / [rtaylorballs@litchamschool.org.uk](mailto:rtaylorballs@litchamschool.org.uk)

**Closing date for applications:** Wednesday 31<sup>st</sup> August 2022.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.