



**TAPESTRY  
LEARNING  
PARTNERSHIP**

JOB OPPORTUNITY

## Child Protection Officer

**Trust –Wide**

**Permanent**

**37 hours per week, 52 weeks per year**

**Pay Scale S01 £34,767 - £36,696FTE**

### Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we are on an ambitious and inspiring journey of transformation and improvement. Formed in January 2026 through the merger of QEGSMAT and Djanogly Learning Trust, we are building a strong, unified organisation driven by a clear belief; every child can succeed and flourish.

We are committed to creating schools where every child is safe, supported and empowered to fulfil their potential. Safeguarding sits at the heart of this mission, and we are seeking a talented professional to make this vision a reality.

### About the Role

Initially based at City of Derby Academy, you will take a lead role in strengthening safeguarding practice, systems, and compliance, working closely with school leaders to embed consistency and drive continuous improvement.

Working alongside the Designated Safeguarding Lead (DSL), you will:

Act as a key member of the safeguarding team

Identify, assess, and respond to safeguarding and welfare concerns

Manage and support complex and sensitive safeguarding cases

Work closely with families, external agencies, and professionals

Ensure all safeguarding concerns are recorded, tracked, and acted upon

As the progresses, you will contribute to a Trust-wide safeguarding approach, supporting schools to deliver high-quality, consistent, and effective practice across all settings.

### Who We're Looking For

We are seeking a compassionate, dedicated, and proactive Child Protection Officer with a strong commitment to safeguarding and promoting the welfare of children and young people. You will demonstrate excellent interpersonal and communication skills, with the ability to remain calm, professional, and resilient when managing sensitive and complex situations.

You will bring a secure understanding of child protection legislation, safeguarding procedures, and effective multi-agency working, alongside the confidence to apply this knowledge in practice. Highly organised and thoughtful in your approach, you will be able to make sound, informed decisions and maintain accurate, high-quality records. Above all, you will be motivated by a genuine passion for creating safe, inclusive environments where every child can succeed and flourish.

## Why us?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their preemployment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please email: [s.taylor@tapestrylearningpartnership.org](mailto:s.taylor@tapestrylearningpartnership.org)

Further details about our Trust can be found on our website: [Tapestry Learning Partnership - Home - City of Derby Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

**Closing date for applications:** 19<sup>th</sup> July 2026

**Interview date:** TBC

**Potential Start date:** ASAP

## JOB DESCRIPTION

<b>Post Title:</b>	Child Protection Officer
<b>Reporting to:</b>	Designated Safeguarding Lead
<b>Grade:</b>	S01
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Children's Barred List

### Purpose of the Post

Working in close partnership with the Designated Safeguarding Lead (DSL), the postholder will be a key member of the safeguarding team, ensuring that all safeguarding policies and procedures are fully understood and consistently implemented. The role will contribute to maintaining a vigilant, responsive, and effective safeguarding culture across the school.

### Key Duties and Responsibilities

- Play an integral role within the safeguarding team, providing expertise, guidance, and day-to-day operational support
- Offer high-quality safeguarding advice, guidance, and support to both students and staff
- Work collaboratively with internal teams and external agencies to coordinate and deliver targeted support for vulnerable students
- Maintain a strong understanding of local authority referral processes, ensuring that safeguarding needs are identified, appropriately assessed, and effectively met, monitored, and reviewed
- Respond to safeguarding concerns raised by staff, ensuring all concerns are accurately recorded and managed in line with academy policies and statutory guidance, including the effective triaging of concerns via electronic recording systems
- Provide guidance and oversight to colleagues responsible for managing safeguarding cases
- Attend and contribute to safeguarding and multi-agency meetings, working in partnership with specialist services to support identified students
- Facilitate the appropriate and timely sharing of information with parents/carers, support services, and external agencies
- Support colleagues to engage effectively with safeguarding meetings and processes where required
- Monitor filtering and monitoring systems, analysing data and trends and responding promptly to identified risks or alerts
- Work with the Pastoral Lead to develop and share key online safety information
- Prepare and submit half-termly safeguarding reports to the Trust DSL and contribute to annual safeguarding audits, including those required by the Trust and local safeguarding partnerships
- Engage with staff, parents/carers, and external professionals as necessary to ensure safeguarding needs are fully understood and addressed
- Support the design and delivery of safeguarding training for staff

- Act as a key point of contact for parents/carers, providing advice and guidance in relation to safeguarding matters
- Work closely with pastoral teams to plan, implement, and review targeted interventions and support
- Monitor the quality, accuracy, and completeness of safeguarding records, ensuring high standards are maintained
- Build effective links with safeguarding teams in feeder schools to support smooth transitions for students
- Contribute to the ongoing review and development of safeguarding systems and procedures, recommending improvements where appropriate
- Adhere to agreed communication protocols, ensuring information is shared appropriately and on a need-to-know basis
- Provide regular updates to the DSL on safeguarding cases, emerging issues, and progress against actions
- Maintain and develop professional knowledge through ongoing safeguarding training, including DSL-level development

**The post holder is expected to:**

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

# Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
<b>Qualifications</b>			
The successful applicant must have significant experience and training in leading safeguarding within an educational setting.	✓		Application form, certificates, references, interview
Safeguarding management training and experience of social care, targeted youth and wider inclusion.		✓	Application form, certificates, references, interview
Management/project management qualification and experience establishing electronic management information systems for safeguarding.		✓	Application form, certificates, references, interview
<b>Effective Communication</b>			
<b>Displaying Flexibility of Style</b>			
Communicates with clarity, precision and matches content and style to the audience needs.	✓		Application form, selection process, references
Shows empathy to the views of others.	✓		Application form, selection process, references
Uses tact and diplomacy to resolve the problems of peers.	✓		Application form, selection process, references
<b>Collaboration</b>			
Ability to work empathetically and positively with young people and adults, demonstrating resilience and persistence.	✓		Application form, selection process, references
Ability to effectively communicate, build and maintain positive working relationships with pupils, staff, families and external agencies.	✓		Application form, selection process, references
<b>Attention to Detail</b>			
Follows detailed procedure and ensures accuracy in documentation and data.	✓		Application form, selection process, references
Concentrates on routine work details and organises and maintains a system or records.	✓		Application form, selection process, references

<b>Developing Self and Working with Others</b>			
Stays informed of current industry trends.	✓		Application form, selection process, references
Learns and applies new concepts.	✓		Application form, selection process, references
Able to challenge conventional practices.	✓		Application form, selection process, references
Adapts established methods for new uses.	✓		Application form, selection process, references
Develop rapport with others and recognises their concerns and feelings.	✓		Application form, selection process, references
Builds and maintains long-term associations based on trust.	✓		Application form, selection process, references
Willing to help others.	✓		Application form, selection process, references
<b>Interfaces</b>			
<b>Internal/External</b> - Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.	✓		Application form, selection process, references
<b>Financial impact/budget</b> - Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.	✓		Application form, selection process, references
<b>Scope</b>			
<b>People (directly/indirectly manage)</b> - Provide advice and guidance to all academy staff on safeguarding matters.	✓		Application form, selection process, references
<b>Travel</b> - You will be required to travel to academies as necessary	✓		Application form, selection process, references