



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



**SAFEGUARDING &
MENTORING OFFICER**

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Safeguarding & Mentoring Officer

Reports to: Deputy Head for Pastoral Care

Job Purpose: To safeguard and promote the health and well-being of children in school.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Main Duties and Responsibilities:

- Play a lead role in promoting and nurturing the Catholic/Christian ethos of the school in their daily work.
- Be responsible for promoting and safeguarding the welfare of children at all times.
- Play a lead role in helping to ensure that there is an outstanding climate for learning in the school.
- Be a strong, visible presence during the school day.
- Undertake responsibilities such as assemblies and duty rota work.
- Contribute to monitoring and developing pastoral care, achievement and the broader life of the school.
- Build strong professional relationships with all staff and pupils.
- Build strong relationships with parents, governors, partner primaries, parishes, Diocesan and LA schools.
- Create a plan to develop, implement and sustain a whole school approach to mental health and wellbeing, tailored to their setting's needs.
- Assisting as a deputy designated safeguarding lead.
- Reflect on personal development needs, and put in place plans to be effective in role.
- Identify pupils who would benefit from mentoring
- Manage, train and monitor other mentoring staff to ensure that daily / weekly targets are achieved.
- Develop one to one mentoring relationships with pupils outside the classroom and look at the reasons why they are underperforming and what can be done to help the situation.
- Sustain and continually improve the approach in their setting, working effectively with peers and support networks.
- Build stronger links with appropriate local services and feel empowered to take a role in shaping these.
- Monitor the impact of a whole school or college approach in their setting.
- Use (and be able to adapt as required) relevant tools to assess need, and monitor interventions to support pupil and student progress.

JOB DESCRIPTION

- Implement a process to identify those who may need additional support, working with other staff across the school to use pre-existing documents, such as Education Health Care Plans, where appropriate.
- Make a decision about whether a health or education intervention is more appropriate and access this support with reference to the Local Offer.
- Seek feedback from and give feedback to staff, pupils and parents, to ensure those experiencing poor mental health get the support they need to be able to engage in all aspects of school/college life and participate in lessons and extra-curricular activities.
- Work with staff, families and local services to understand the mental health and wellbeing issues that could be impacting on behaviour and attendance to improve outcomes for pupils/students, and ensure that all school policies reflect this.
- Monitor the impact of interventions provided to individuals or small groups and adapt the approach as needed.
- Work in partnership with local service providers and mental health professionals (including Mental Health Support Teams where these are in place) to ensure the needs of pupils and students and relevant adults are known, understood and used to shape the local support offer.
- Identify and access the most appropriate statutory or independent mental health service provision available in their local area.
- Make or support effective referrals to children and young people's or adult mental health services, or other services as appropriate.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.



JOB DESCRIPTION

Personal and Professional Conduct

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Other

- High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- To comply with the Data Protection Act and school policies and procedures.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the school's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the school's Equality Policy and to ensure that it is implemented within the service area of the post.

General Responsibilities

- The post holder must ensure, full commitment to the School/Trust vision, values and key priorities.
- The post holder must perform their duties in accordance with the school's Equal Opportunities Policy.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.

JOB DESCRIPTION

General Responsibilities

- To appreciate and support the role of other professionals.
- To contribute to the Academy/Trust ethos, aims and development / development plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development, as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To assist with the organisation, routines and upkeep of the working environment.
- To support with administrative duties as required.
- To always maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties, commensurate with the grade of the post.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018, including the General Data Protection Regulations (GDPR) 2018.
- The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's Health & Safety Policy and the Health & Safety at Work Act, 1974.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times and reporting any concerns to the Designated Safeguarding Officer immediately.
- The post holder may work across the Trust and spend time at each of the Academies, when required.
- The post holder will be expected to carry out their duties with due regard to current and future Academy/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

This job description will be reviewed to reflect the plans, growth and development of the school.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	E1	GCSE English and Mathematics A – C or equivalent	AF, C
	E2	Designated Safeguarding Training	AF, C
EXPERIENCE & KNOWLEDGE	E3	Experience of working with children in a similar age group	AF, R, I
	E4	Experience of working in a school environment	AF, R, I
	E5	Knowledge of GDPR	AF, R, I
SKILLS	E6	Ability to relate well to children and adults	AF, R, I
	E7	Knowledge and understanding of children's needs with a range of abilities and from a variety of backgrounds	AF, R, I
	E8	Be able to motivate and support young people to overcome barriers to their learning	AF, R, I
	E9	Excellent literacy and numeracy skills	AF, R, I
	E10	Excellent communication skills	AF, R, I
	E11	Ability to work effectively as part of a team	AF, R, I
	E12	Ability to maintain confidentiality on all school matters	AF, R, I
	E13	Good listening skills	AF, I
	PERSONAL ATTRIBUTES	E14	Participate in training and development opportunities
E15		Ability to abide by school policies and procedures	AF, R, I
E16		Friendly, approachable and professional manner	AF, R, I
SPECIAL REQUIREMENTS	E17	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF, R, I
	E18	Motivation to work with children	AF, R, I
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children	AF, R, I
	E20	Emotional resilience in working with challenging behaviours and attitude to use authority and maintaining discipline	AF, R, I
	E21	Experience of working with pupils with ASD	AF, I
	E22	Suitability to work with children	D

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	D1	First Aid training	AF, C
	D2	Child Protection training	AF, C
	D3	Experience of working as a Safeguarding & Wellbeing Officer or equivalent	AF
EXPERIENCE & KNOWLEDGE	D4	Experience of working with vulnerable children	AF, R, I

Key – Stage identified

AF	Application Form
T	Test
I	Interview
R	References



BISHOP HOGARTH

We are
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Thank you for your interest in our vacancy



www.bhcet.org.uk



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