

Safeguarding Officer (Part-Time)

APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

OUR MISSION

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

OUR VISION

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

Paul Jones
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
 - Our website: [Our Vacancies - Altus Education Partnership](#)
- Please complete the application form in full, detailing all relevant qualifications, training and CPD (including dates and awarding bodies).
- You must provide a full employment history, including reasons for leaving each role and explanations for any gaps in employment, in line with safer recruitment requirements.
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is **Friday 15th May 2026** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **18th May 2026**.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on the **School Support pay spine, Scale Point 19-24**, currently £15,741 - £17,386 per annum for 20 hours per week, term-time only plus 2 weeks (£32,061, - £35,412 FTE).

Start Date

September 2026 (negotiable)

For an Application Pack

1. Visit www.altusep.com
2. Contact Sophie Bailey – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description

Job Title:	Safeguarding Officer
Reports to:	Designated Safeguarding Lead
Contract:	Part-time contract, 20 hours per week. Working pattern negotiable.
Salary:	School support pay scale points 19 – 24, currently £15,741 - £17,386 per annum for term-time only plus 2 weeks. (£32,061, - £35,412 FTE)
Start Date:	September 2026 (negotiable)

At Edgar Wood Academy, safeguarding is a core priority and a responsibility shared by all staff. Our approach is proactive, child-centred, and embedded across every aspect of school life.

Our safeguarding and pastoral structure includes a Deputy Headteacher (Strategic DSL), a non-teaching Operational DSL, five Heads of Year, a Senior Head of Year, a Pastoral Team Leader, an Attendance Team, and senior leaders overseeing pastoral, behaviour and attendance. All SLT are DSL-trained.

This team works collaboratively to ensure strong oversight, effective case management, and timely responses to safeguarding concerns. They meet regularly to review cases, share professional insight, and ensure that decisions are consistent, well-informed, and aligned with statutory guidance.

The academy receives a high volume of CPOMS reports each day, ranging from low-level concerns to more complex safeguarding issues. The team benefits from administrative support, enabling accurate recording, efficient follow-up, and clear communication with staff across the school.

We are seeking a committed professional with a strong understanding of safeguarding practice, excellent relationship-building skills, and the ability to work effectively with students, families, and external agencies. The successful candidate will play an important role in managing low-level concerns, providing early intervention, and supporting the wider safeguarding provision.

The Safeguarding Officer will support the day-to-day operation of the school's safeguarding and child protection processes. Working closely with the DSL and wider safeguarding team, the postholder will manage low-level concerns, complete welfare and intervention work with students, liaise with families, and contribute to multi-agency collaboration.

This role requires a passionate, resilient, and highly organised individual who can communicate effectively, build trust, and uphold the highest standards of safeguarding practice.

CPOMS Responsibilities:

- Investigate low-level safeguarding concerns allocated by the DSL.
- Accurately record information and contribute to student chronologies.
- Liaise with staff regarding all matters related to safeguarding, child protection, welfare and wellbeing.
- Manage an allocated caseload, ensuring timely responses to CPOMS entries and follow-up actions.

Intervention Responsibilities

- Support the Early Help (EH) Lead with relevant cases.
- Accompany and support the EH Lead on home visits where required.
- Deliver educational intervention sessions on topics such as safe touch, boundaries, self-esteem, online safety, and exploitation risks for students who are frequently absent from lessons or leave the school site without permission.
- Conduct voice-of-the-child interviews.
- Carry out interviews for students reported as missing from home.
- Undertake welfare checks following Operation Encompass notifications.
- Initiate the Warning Tree process when appropriate.
- Assist with low-level attendance concerns.
- Complete welfare checks both by telephone and during home visits.

External Agency Responsibilities

- Gather and collate information for external agencies as required.
- Complete referrals to Inclusion, Early Break, Rochdale Connections Trust, Young Carers, Single Point of Access (mental health), Break for Change, and any other relevant services.
- Attend and contribute to multi-agency meetings where necessary to support student needs.
- Ensure all external communication is accurate, timely, and professionally presented.

Other Responsibilities

- Maintain accurate logs of risk-assessment compliance.
- Maintain logs of policy-compliance checks.
- Provide safeguarding-related information for the weekly staff bulletin.
- Contribute to the half-termly pastoral newsletter.
- Liaise regularly with the Assistant Headteacher and DSL regarding safeguarding cases.
- Attend scheduled supervision sessions each half-term.
- Participate in safeguarding-themed lunchtime clubs.
- Undertake routine school duties (e.g., break and lunchtime) to support whole-school operations.
- Keep up to date with relevant legislation, statutory guidance, and best practice.
- Follow all policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection.
- Handle sensitive data with the highest level of confidentiality and professionalism.

General Responsibilities

- Model the school's core values in all aspects of your professional practice, supporting the school's vision, ethos, aims, and objectives.
- Promote a culture of excellence, equality, and high expectations for all students.
- Respond professionally and effectively to unplanned situations, emergencies, or crises to ensure the safety and wellbeing of students and staff.
- Attend meetings with external agencies and partner organisations as required.
- Undertake any additional responsibilities requested by the Headteacher or SLT link, in line with the role.

Whole-School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures to support the schools' values and vision.

- Make a positive contribution to the wider life and ethos of the school.
- Actively participate in EWA daily duty rota.

Health and Safety

- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.

Professional Development

- Keep your own knowledge and understanding relevant and up-to-date by reflecting on your 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.

Personal and Professional Conduct

- To be an ambassador for the school and consistently embody the school intent of 'Respect, Responsibility, Empathy and Resilience'
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have 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.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that are not specified in this job description.
- Respect individual differences and cultural diversity.

Workload is proportionate to hours, and tasks are allocated in line with the role's 0.5 FTE commitment.

Person Specification

Essential / Desirable	CATEGORIES	App Form	Interview
E	GCSE Maths and English (or equivalent)		
E	Experience using CPOMS or equivalent safeguarding software		
D	Relevant degree or equivalent qualifications	✓	
D	Advanced safeguarding training certification	✓	
D	Have an understanding of how to use CPOMS	✓	✓
E	Willingness to undertake further training	✓	✓
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	✓	✓
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	✓	✓
E	Ability to form and maintain appropriate relationships and personal boundaries with students	✓	✓
E	Experience in communicating clearly: both orally and in writing to a range of audiences including children and young people, parents, staff and external partners	✓	✓
E	Experience of building effective working relationships with colleagues (in the school and with external agencies) students and their families	✓	✓
E	Possess knowledge of Keeping Children Safe in Education and Working Together to Safeguard Children	✓	✓
E	Experience of working effectively with vulnerable children/young people in education, social work, youth work or another related area of work	✓	✓
E	Experience of managing effectively with parents/carers of children/young people	✓	✓
E	Experience of working effectively with professionals to promote children's/young people's learning or welfare OR significant recent experience in work with children/young people and families in a multi-agency environment	✓	✓

E	Possess knowledge understanding and commitment to equality, diversity and inclusion informed by practical experience and application	✓	✓
E	Possess knowledge, understanding and commitment to safeguarding and promoting the welfare of students, with a very good understanding of e-Safety issues and Prevent	✓	✓
E	Be self-motivating and persistent	✓	✓
E	Be able to motivate others, galvanising them around a common purpose	✓	✓
E	Be enthusiastic to help the school to move forward through a process of change, development and ongoing improvement		✓
E	Be committed to lead by example	✓	✓
E	Be able to support staff in safeguarding matters	✓	✓
E	Possess personal leadership skills in networking with a range of other providers in other sectors and institutions	✓	✓
E	Be able to respond to enquiries and complete concise and complex reports in a timely manner	✓	✓
E	Be able to maintain student records and ensure their confidentiality	✓	✓
E	Be able to engage with and motivate young people by establishing empathetic and supportive working relationships	✓	✓
E	Be able to work on one's own initiative, balance competing priorities by organising and completing a work schedule	✓	✓
E	Be able to work effectively as part of a team to reach agreed targets and outcomes for young people	✓	✓
E	Be computer literate		✓
E	Be committed to continuous improvement		✓
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies		✓
E	Demonstrate willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development		✓
E	Possess personal resilience and the ability to maintain staff morale at times of pressure and change		✓
E	Be able to evaluate own performance		✓

E	To be professionally assertive, clear thinking, able to negotiate and reach agreement		✓
E	Be committed to keeping up to date with current thinking and future developments in the areas of safeguarding and child protection		✓



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