RET

RUSSELL EDUCATION TRUST

BRISTOL FREE SCHOOL

Community,Ambition,Opportunity

www.bristolfreeschool.org.uk

Safeguarding Manager and DDSL

NJC 23-28; £34,434 - £39,152 (pro-rata)

30 hours/week, term-time, INSETs + 1 week

Welcome

BRISTOL FREE SCHOOL

Dear candidate,

Thank you for your interest in Bristol Free School. This is an exciting opportunity for an experienced Safeguarding professional to join our dedicated team and manage safeguarding matters throughout the school.

BFS is a thriving oversubscribed school which has a successful Sixth Form of over 250 students. The school was founded in 2011 by a local group of parents who wanted a high performing school to serve the community of North-West Bristol. The school values of Community, Ambition and Opportunity are very important and we demonstrate them through our day to day work with young people. We are looking for staff to support us with these values and make a positive contribution to the life of the school.

You will join a strong and supportive team and a school that engages in regular and timely CPD.

Please spend some time reading our school website and newsletters to get a flavour of the vibrancy of BFS.

I look forward to hearing from you.

Mrs Susan King
Headteacher

Why work with *us* at BFS?

We will grow your career in an educational setting where you can make a difference.

About the School

Bristol Free School is a successful, inclusive 11–18 secondary school located in Westbury-on-Trym, Bristol. Established in 2011 through a partnership between local parents and RET, BFS has grown into a high-performing school with a strong reputation for academic achievement, pastoral care and community engagement.

BFS is described as a "happy, hardworking community" where relationships are warm, positive, and built on mutual respect. The school sets high expectations for behaviour, effort, and achievement, and students are encouraged to be the best they can be.

Vision & Values

BFS is guided by three core values:

Community
Every child is known, valued and supported. The school works closely with families and partners to secure strong outcomes.

Ambition
High expectations for all students and staff, with a focus on academic excellence and personal growth.

Opportunity
A rich curriculum and extensive enrichment programme ensuring that every student can explore their interests and develop new skills.

Community and Partnerships

BFS is deeply connected to its local community and works closely with families, local organisations, and other RET schools. The school's origins in parent advocacy continue to shape its collaborative culture.

Job Description: Safeguarding Manager & DDSL

NJC 23-28; £34,434 - £39,152 (pro-rata)
Actual salary £25,040 - £ 28,471
30 hours/week, term-time, INSETs + 1 week

Core purpose:

This is a non-teaching role focussed on Safeguarding. The role is managed by the Deputy Headteacher for Inclusion. They will assist the Designated Safeguarding Lead in addressing complex student needs, coordinating multi-professional support and focussing school strategy on key safeguarding issues.

The Safeguarding Administrator has a key administrative role which encompasses working closely with staff at all levels in both teaching and support roles as well as with parents and students. The role is key in managing our safeguarding system (CPOMS), quality assuring its use and monitoring intervention across staff and external agencies.

Accountabilities:

- The post holder will report to the Deputy Headteacher for Inclusion

Main duties & Responsibilities:

Supporting the behaviour systems in the school by:

- Liaising with the Behaviour Lead(s), SEND, attendance and Year teams where issues of safeguarding and behaviour overlap, putting in place appropriate strategies of support
- Supporting the Behaviour Lead in identifying students whose behaviour is linked to safeguarding issues
- Supporting the SEND team in coordinating safeguarding support for students with additional SEND needs (including mental health and self-harm)
- Supporting the school systems in following up of inappropriate online activity which includes behaviour whilst at school (smoothwall system) and overseeing the schools generic safeguarding email inbox
- Supporting school behaviour policy in daily work
- Providing duty support as required.

Job Description: Safeguarding Manager & DDSL (continued):

Main duties & Responsibilities (continued):

To support the safeguarding and welfare of students in the Year group/s by:

- Ensuring up to date knowledge of safeguarding law and referral process
- Ensuring own Child Protection and Safeguarding training is up to date. Working towards a role as Deputy DSL.
- Under supervision of the DSL, carry out safeguarding investigations and complete necessary safeguarding referrals into social care & other agencies
- Attending safeguarding meetings and, where required, representing the School at Child Protection and Review Conferences
- Liaising and communicating with internal teams (e.g. SEND, Year teams and behaviour) and external agencies about safeguarding information
- Writing and maintaining accurate student information on CPOMS
- Quality assuring wider school CPOMS recording and completing audits as required
- Ensuring plans for vulnerable children, Child Protection and Child in Need students are communicated clearly and actions are coordinated
- Ensuring that safeguarding concerns are shared with Designated Safeguarding Lead and Headteacher
- Assisting DSL in putting in place whole school strategies or support for specific (and/or current topical) safeguarding issue
- Monitoring the transfer of safeguarding records. This will include bulk Y7 & Y12 admissions and other in year admissions

To support the ethos of the School by:

- Assisting tutors and senior staff in the monitoring of vulnerable students
- Attending Year Team and safeguarding briefing & meetings
- Attending any other necessary safeguarding meetings as instructed by DSL

General responsibilities (all staff):

- Assist in the delivery of the curriculum through the scheduled teaching programme and the provision of cover for absent teachers in emergencies
- Perform duties and attend meetings as reasonably required
- Assess and record pupils' achievements, to prepare reports and take part in parental consultations
- Participate in the School's Performance Management Scheme
- Undertake in-service training where required to keep abreast of developments in School initiatives, curriculum and subject areas
- Contribute to the School’s pastoral system
- Observe and implement school and Trust policies and good practice

Safeguarding Manager & DDSL Person Specification:

Education & Professional Qualifications

- Level 3 Safeguarding trained
- Willingness to take part in all relevant training and evidence of recent professional development and its impact. Willingness to share good practice with others.
- Demonstrable commitment to Equality and Diversity, Safeguarding, Health & Safety and Personal, Social & Employability skills.

Experience

- Experience of making positive impact through working directly with young people involving the assessment of needs and provision of advice, information and support
- Experience of working with a range of external partners and different support agencies, both within an education setting or in the wider community
- An understanding of and empathy with the challenges of working with students from diverse backgrounds
- Experience of working with students with Social, Emotional and Mental Health difficulties
- Experience of planning intervention for students

Knowledge

- Knowledge of frameworks, legislation, regulations and requirements of the sector and how these relate to the role
- Awareness and understanding of the statutory requirements and key developments relating to Child Protection and Safeguarding, Health and Safety, Equal Opportunities legislation and SEND code of practice
- Knowledge of the national and local priorities for young people
- Knowledge/Experience of working within Multi Agency Safeguarding Hubs (MASHs)
- Understanding of the theory and practice of providing effectively for the individual needs of all children
- Awareness of the impact of trauma and adverse childhood experiences

Personal Attributes

- Excellent interpersonal skills to develop positive and supportive professional relationships with students, teachers, parents/carers, external agencies and wider community
- Good communication skills both written and oral including being able to maintain accurate and up to date records in a timely manner
- Initiative and ability to prioritise workload and work to tight deadlines
- Ability to improve own practice/knowledge through self-evaluation and learning from others
- Knowledge and experience of using IT packages systems and equipment effectively
- Resilience, the ability to work under pressure and stay calm in stressful situations.
- Strong team player who is meticulous, methodical and follows systems.
- Completer/finisher with excellent attention to detail, whilst meeting deadlines
- A commitment to safeguarding and promoting the welfare of children and young people

RET

RUSSELL EDUCATION TRUST

Join us

How to Apply:

Please submit your application online via MyNewTerm.

If you have any queries regarding the post, please email us at vacancies@bristolfreeschool.org.uk.

Closing date: Thursday 19 March at 9am

BFS celebrates and supports diversity and is committed to ensuring equal opportunities for both employees and applicants.

Our Benefits

- Flexible and Family Friendly Policies
- Free Flu Jab
- Employee Assistance Programme
- Local Government Pension Scheme
- Career Development/CPD

Introduction to Russell Education Trust

Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools and one primary school spread across the south of England.

The Trust is a family of faith and community schools with distinctive individual identities. Underpinned by a shared commitment to respect, responsibility fairness and equality, Russell Education Trust schools work together to achieve their vision of providing all students with an outstanding education.

The Trust is driven by the strong moral purpose of knowing, valuing and developing every student and member of staff to ensure that their potential is realised, and their ambitions achieved.

Vision & Values

Valuing People
Pursuing Achievement
Serving Communities

Our *schools*

- Celebrate difference and diversity in an inclusive, socially responsible culture
- Deliver a broad, balanced, and ambitious curriculum:
  -centred on the core subjects of English, mathematics and science
  -supported by technology and computing
  -complemented by humanities, languages, arts and vocational subjects
- Provide a rich education that develops students' minds, beliefs, characters, skills and interests
- Equip students with the knowledge and skills for success in the modern world through examination success and personal development
- Uphold high standards of behaviour, learning and equality of opportunity for all students
- Nurture and develop their staff, through day-to-day support, high quality continuing professional development, cross-Trust collaboration and networking, and opportunities for career progression
- Are rooted within their local communities and seek to serve their particular needs

Russell Education Trust's Schools

Bristol Free School (established Sept 2011)
'Leaders are ambitious for all pupils. The curriculum is designed to build knowledge over time. It helps pupils remember what they learn. Leaders have ensured that the curriculum is engaging for pupils, and that it promotes diversity. Teaching focuses on what pupils need to know and do. Teachers have strong subject knowledge and are keen to share this with pupils. They know their pupils well and use this knowledge to help them learn.'
Ofsted 2022

Elmlea Infant & Junior Schools
'Pupils flourish at Elmlea Infant School. They achieve extremely well. Staff have high expectations for pupils' behaviour and conduct. Pupils feel safe and value the positive relationships they have with staff. Leaders are ambitious for what pupils with SEND can achieve.'
Ofsted 2023

Becket Keys Church of England School (established Sept 2012)
'The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.'
Ofsted 2014

St Andrew the Apostle Greek Orthodox School (established 2015)
'Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support an care they receive.'
Ofsted 2018

Kings School Hove (established Sept 2013)
'Leaders have created a culture that extends far beyond the academic. Staff value each pupil and know them well. The provision for personal development is first class. It is promoted consistently across the school.'
Ofsted 2022

Turing House School (established Sept 2015)
'The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.'
Ofsted 2018