



UNIVERSITY OF
BIRMINGHAM
SCHOOL



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University of Birmingham School

Candidate Information

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Safeguarding Manager

CANDIDATE INFORMATION

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For more information, please go to www.universityofbirminghamschool.org.uk. To arrange an informal discussion about the role, please call Katie Tennant (School Business Manager) on 0121 796 5000. Please also advise Katie if you would like to arrange an informal visit to the School.

Dear Candidate

Thank you for your interest in working at University of Birmingham School.

We passionately believe that the purpose of education is to develop the character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive. The successful candidate will share our passion to make a positive and lasting difference to the lives of our pupils and students.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, music, trips and visits into our school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

As the first secondary 'University Training School' in the country, we aspire to play a significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.

Yours sincerely



Colin Townsend
Principal

University of Birmingham School – Information for Candidates

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth Form. In September 2020 we reached full capacity and currently have over 1,170 pupils / students and nearly 130 staff.

At University of Birmingham School, we are pioneering a comprehensive school and sixth form for a truly diverse and inclusive learning community that creates great citizens. We are proud to welcome 11-19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our pupils, students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school.

Our diverse curriculum is supported by a school-wide enrichment programme that ensures all pupils and students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we are creating better citizens, better communities, and a better world.

About our Education

The curriculum in Years 7 to 11 includes Art, Biology, Chemistry, Computer Science, Design Technology, English, Geography, History, Mathematics, Modern Foreign Languages, Music, Physical Education, Physics, and Religious Studies. In the Sixth Form, we offer Art, Biology, Business Studies, Chemistry, Computer Science, Design Engineering, English Literature, French, Geography, History, Mathematics & Further Mathematics, Music, Physical Education, Physics, Politics, Psychology, Religious Studies, and Sociology.

The Form Tutor, Pupil Pastoral Managers and Year Leaders provide pastoral support and are the main conduit of communication between home and school on a day-to-day basis. Information about progress and attainment in terms of both academic performance and enrichment involvement is provided at least termly, together with an annual Parents' Meeting.

How is University of Birmingham School different?

1. Character Education

A feature of many of the most successful and traditional schools in the country is that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on 'taught, sought and caught' character education.

2. Enrichment Programme

A second distinctive feature of the school is our enrichment programme. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and professional services staff to provide an unparalleled programme of activities and host special activities for all students within the curriculum and as extra curricular clubs and classes before and after school.

3. Links with the University of Birmingham

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, pupils, students, and alumni.

Why should you apply to work at University of Birmingham School?

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our pupils and students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our children. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/ carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University.

As the School has now grown to full capacity, the department and pastoral teams have also grown and, dependent on performance, this is reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. From time to time events occur that affect our personal and working lives. Under such circumstances, we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best; to be an outstanding role model; to be committed to self-improvement; and, like the pupils and students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.

We look forward to receiving your application. We intend that our graduates will go on to make a difference to the lives of others – the real value of education. Join Team UoBS today.

Indicative Pay and Benefits

Commitment to Staff

We recognise that our staff are the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we provide enhanced pay and benefits by:

- Paying staff a single salary for doing an excellent job;
- Broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive pay and benefits to match our enhanced expectations;
- Maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- Making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- Promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- Putting care for staff, their wellbeing and professional development at the heart of the School;
- Establishing a culture of robust performance development and appraisal to underpin this policy;
- Developing and maintaining a harmonious working environment.

Pension

All professional service staff will be eligible to contribute to the Local Government Scheme.

Benefits

It is intended that staff at the University of Birmingham School have access to the following benefits offered by the University, including salary sacrifice schemes. Other employee wellbeing support will be developed over the coming months.

Professional development	Access to University Library services and resources (SLT and subject leaders) Links to relevant University academic departments Discounted access to Masters programmes in the College of Social Sciences Access to University-led professional development courses
Health & wellbeing	University staff rates at the new £55m Sports Centre

Salary Scales 2025/26

Professional Services

5			Term time Plus 2 weeks
	501	38,286	35,540
	502	39,175	36,365
	503	40,360	37,465
	504	41,248	38,289
	505	42,433	39,389
	506	44,802	41,589
	507	45,987	42,688
	508	47,207	43,821
	509	48,763	45,265

Safeguarding Manager - Job Description

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

Salary	Starting at £38,286 per annum (FTE), with the potential to increase to £48,763 (FTE) subject to performance.
Reporting to	The postholder will report to the Vice Principal: Pupils
Hours	37.5 hours per week. Core hours being 8.30am – 4.30pm

We are seeking to recruit a talented and appropriately qualified Safeguarding Manager to undertake the following specific and general duties and responsibilities.

Core Purpose

The core purpose of this role is to ensure children and families of the University of Birmingham School community flourish:

To assist the Designated Safeguarding Lead (DSL) and Principal in taking the lead on safeguarding and child protection across the school (acting as Deputy Designated Safeguarding Officer), coordinating referrals, arranging action and reviewing services for children and families.

To work in partnership with parents/carers and multi agencies through joint planning, training and monitoring of arrangements for the safeguarding and wellbeing of children.

To advise and support other members of staff on child welfare, safeguarding and child protection matters.

To provide support to pupils, students and their families to overcome barriers in order that learners achieve their full potential and make progress.

Specific Responsibilities

The list of tasks below is illustrative of the general nature and level of responsibility of this post. This is likely to change over time in response to the School's needs and the experience and skills of the team as a whole.

In liaison with the Principal and Assistant Principal (DSL):

- To liaise with the Designated Safeguarding Lead and the Principal in relation to all aspects of safeguarding;
- To act as a source of support, advice and expertise within school;
- To ensure The University of Birmingham School is aligned with the Birmingham Children's Trust Early Help Framework and Right Help Right Time services and ensure appropriate recording of all pertinent Early Help work, including family contacts, assessments, reviews, referrals, performance measures and outcomes to evidence impact and inform strategic discussions;
- To coordinate case management within the pastoral and safeguarding teams, with some responsibility for individual cases, oversight and escalation as necessary, including the coordination

- of attendance at all statutory and non-statutory meetings as appropriate;
- To line manage the school's Deputy Safeguarding Manager;
 - To work as a member of an integrated team, to deliver a professional and high-quality service that actively engages with children, young people and their families;
 - To develop and implement action plans for pupils identified as having safeguarding concerns;
 - To oversee and implement a cycle of assessments and evidence-based support to drive the continuous improvement of support with children, young people and their families, raising the standards of practice;
 - To ensure parents and families are treated and engaged with positive regard (Shared Authority);
 - To liaise with colleagues in relation to key school systems e.g. learning, behaviour and attendance;
 - To develop staff, pupils' and families' awareness and understanding of safeguarding concerns particularly around radicalisation, CSE, gangs, online safety and knife crime;
 - To support Children in Care, line managing our Designated Teacher for Children in Care, to enable positive dialogue to be established between carers, social workers and school;
 - To promote the speedy and effective transfer of information of targeted pupils (e.g. CIC, vulnerable pupils and students) between schools, other educational settings, carers and other agencies;
 - To assist in the arrangements for those moving schools, or attending other provisions, ensuring that this is managed in an appropriate and child-centred way;
 - To undertake risk assessments for pupils and students in terms of contextual safeguarding and its impacts;
 - To attend relevant meetings, strategy groups and case conferences;
 - To maintain accurate, up-to-date, confidential documentation;
 - To liaise with the Designated Safeguarding Lead to monitor and coordinate appropriate training for all staff;
 - To liaise with the safeguarding link-governor;
 - To proactively engage in audit and review processes;
 - To promote equality of opportunity, diversity and inclusion

General Duties

In addition to the Job Description there will be the following general duties. They may be modified as the school grows and develops by the Principal or a designated Senior Leader, after consultation with you, to reflect or anticipate changes in your role commensurate with the salary and job title.

General Responsibilities:

To play a role, under the overall direction of the Principal, in:

- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a School environment with an outstanding care and guidance of, and for, each other.
- Supporting outstanding teaching and learning, achievement and behavior across the School.
- Carrying operational responsibility for the day-to-day management of the School.
- Undertaking any other professional duties reasonably delegated by the Principal.

Main Functions:

- To be an active member of the School community who is passionate about ensuring an excellent standard of teaching, learning and support for pupils.
- Provide a flexible service that adapts to the changing needs of the School Community and responds to day to day situations as they arise.
- To ensure that a proactive customer service approach is adopted in all tasks undertaken.
- To be an excellent communicator with the whole School community.
- Ensuring that the School community has the right information at the right time to enable an excellent service.
- To contribute to the ethos of the School by participating and leading on enrichment activities.
- Take on relevant responsibilities that are both essential or add value to the School community. For example becoming a First Aider and / or Fire Warden.
- Be aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear.
- Provide before school, after school, lunchtime and break time supervision as required.
- Consistently produce a high standard of written work.
- To be a professional role model with a clear understanding of tolerance and the importance of diversity.

School Improvement:

- Demonstrate the School's vision and values in everyday work and practice.
- Continually look to improve practice and keep up to date with latest developments related to your role.
- Be knowledgeable in your role and provide advice and guidance to the School community.

Developing Self and Working with Others:

- Develop positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- Regularly review own practice, set personal objectives and take responsibility for own development.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Consistently enhance knowledge in relation to your role utilising self-directed learning.

Leading and Managing the School:

- Support the School Business Leader in the safer recruitment, deployment and development of staff to make most effective use of their skills, expertise and experience.
- Work with the Principal, Senior Leadership Team and Governors to establish and maintain priorities for expenditure and monitor the effective use of resources to achieve value for money.

Securing Accountability:

- Support the Principal in developing a school ethos which enables everyone to work collaboratively, to share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Community Development:

- Develop effective links, collaboration and the sharing of best practice with local schools and the wider community.
- Promote/preserve outstanding community cohesion across the School and beyond.
- Attend out of school hours events, as directed by the Principal.

Other Requirements:

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded.

Safeguarding Manager - Person Specification

Qualifications

- 5A*-C grades at GCSE including at least C grade in English and Mathematics;

Personal Qualities and Relationships

- To have a positive and motivated approach to work;
- To be flexible and approachable;
- To be resilient under pressure;
- To be highly organised and have exceptional attention to detail;
- To have empathy and understanding of the School's values and objectives;
- To be able to actively listen and reflect on own contribution;
- To be able to identify a need and formulate a clear plan of intervention that identifies responsibilities, milestones, timescales and desired outcomes. Able to report on effective delivery of outcomes.

Interpersonal and Communication Skills

- To demonstrate effective interpersonal skills (verbal and written) in dealing with a diverse range of people and backgrounds;
- Ability to offer support and guidance to team members, contributing to a positive environment which encourages open discussion and innovation, supports performance, builds capability and empowers staff;
- Ability to successfully influence individuals and groups at a range of levels on issues of complexity and sensitivity to achieve positive outcomes for children and young people;
- Ability to consult with and positively engage the participation of service users to identify needs, formulate plans and evaluate outcomes;
- Ability to communicate effectively across a range of contexts including multi-agency meetings that include other professionals and/or children and their families and general case discussions;
- Ability to produce and understand written reports, records and policy documents;
- Ability to demonstrate quick, efficient and effective verbal and written communication skills;
- The ability to implement policies and procedures according to national standards.

Experience

- Proven experience of working in a professional capacity and effecting a positive change in the lives of children young people and their families with multiple needs;
- Proven experience of supporting staff to deliver high quality services;
- Proven experience of overseeing implementation of evidence-based support;
- Proven experience of working effectively in partnership with families;
- Experience of effective multi agency working and partnership engagement to improve outcomes for children, young people and families;
- Experience of assessing and managing risk and vulnerability;
- Experience of working under pressure and dealing with conflicting demands whilst meeting strict deadlines;
- Experience in report writing and record keeping accounting for decisions taken and interventions provided.

Other

- Ability to identify and actively respond to risks that may compromise the safety of children and young people. This involves drawing on knowledge, experience and application of policy and procedures to inform a professional judgement as to action required which is appropriate and timely;
- Ability to work collaboratively with children, young people and families and other professionals to achieve this aim;
- Shows respect and understanding of diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position;
- Proactively seeks to reduce inequalities of disadvantaged groups and acts to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity;
- An understanding and willingness to be involved in school activities.

Complaints

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by _____
(Signature of the Principal)

Copy received by _____ Date: _____
(Signature of Employee)